



## Volunteer Specialist for the Retired and Senior Volunteer Program-Northern Virginia

*Bring your talents to an organization where you can make an extraordinary community impact*

### **Introduction**

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1974, we have been the heart of volunteerism in the region for 45 years.

The Retired and Senior Volunteer Program-Northern Virginia (RSVP-NV) is a regional effort to connect the skills and experience of volunteers ages 55 and older with meaningful opportunities that have a positive impact on individuals and our community. The program represents a partnership of local volunteer centers in Fairfax County, Arlington County, and Alexandria City. Since receiving initial funding in 2012, RSVP-NV has established a strong infrastructure, including an active volunteer community and more than 45 agency and nonprofit partners. The grant, now in its third renewal cycle, is funded from April 2018 - March 2021.

### **Purpose**

The Volunteer Specialist supports the maintenance and growth of RSVP programming across the Northern Virginia region, as administered by Senior Corps through the Corporation for National and Community Service (CNCS). The Volunteer Specialist position will be based out of Volunteer Fairfax in Fairfax, Virginia, but will also work as needed in Arlington and Alexandria. More information can be found at <http://www.rsvpnova.org/>.

This position supports RSVP-NV by engaging older adult volunteers, nonprofit and government agency workstations, and community partners. He/She will assist with the program's marketing efforts, as well as the program's community-building activities. The Volunteer Specialist is responsible for aspects related to volunteer management to include volunteer recruitment, placement and recognition, workstation relations, and volunteer reporting for this regional endeavor.

Reports to: Program Manager, Retired and Senior Volunteer Program-Northern Virginia

### **Areas of Responsibility**

*RSVP -Northern Virginia (90%)*

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- Recruit and manage RSVP members
  - Host at least two monthly information sessions to recruit new volunteers
  - Schedule one-on-one phone interviews with new volunteers to find placement options that match their skills and interests
  - Provide exceptional customer service to all active volunteers
- Coordinate RSVP-NV member benefits
  - Develops a calendar of events to create community amongst RSVP volunteers: group service projects, recognition/social events, training opportunities, and health and wellness activities
  - Maintains awareness of current research and information on programs and services available to older adults in Northern Virginia
- Assist with RSVP-NV's marketing and public relations campaign
  - Work closely with the Outreach Specialist to identify opportunities for volunteer recruitment and community education
  - Represents RSVP program at relevant outreach events, as needed
  - Assembles monthly volunteer newsletter
- Work in concert with partner agencies to provide meaningful service opportunities for RSVP volunteers at local workstations to meet identified community needs and fulfill grant volunteer placement number requirements
  - Develops and maintains cooperative working relations with local agencies
  - Provides support and accountability to workstations for volunteer roles, supervision, and participation in recognition events
  - Plan monthly group service projects and semi-annual recognition events for current and new RSVP Volunteers at partner workstations with a focus on fulfilling grant focus area requirements
- Oversee the RSVP Engagement Leader group
  - Recruit and manage the RSVP Engagement Leaders. The Engagement Leaders are a group of elite RSVP volunteers who support the Volunteer Specialist and RSVP program by managing group service projects, outreach events, and provide overall guidance to the program.
  - Plan outreach events throughout the year for RSVP Engagement Leaders to attend on behalf of the RSVP Program
- Support operational aspects of the program
  - In partnership with the Program Manager, supports development and evaluation of RSVP's operational procedures and program activities
  - Ensures accurate and consistent data collection from volunteers and workstations in compliance with CNCS rules and regulations
  - Supports RSVP program data needs through related technologies, including data entry and analysis

*Other (10%)*

- Represent Volunteer Fairfax at community outreach events, and other appropriate activities as requested
- Support all staff events and projects

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## Requirements

- As some RSVP activities require offsite attendance, must have a valid driver's license and access to an automobile for local travel
- Some RSVP events and activities require physical effort such as lifting and moving project supplies (up to 40 lbs) and standing for long periods of time
- Employment is contingent upon a successful background check

## Qualifications

- 1-3 years of professional experience in community organizing, program management with a strong emphasis on Volunteer Management
- Demonstrated interest in the gerontology field and/or working with older adults
- Strong organizational skills, superb time management, attention to detail
- Ability to multitask and work in a fast-paced team oriented office environment
- Good analytical and problem-solving skills including knowledge of data gathering techniques such as internet research or files analysis to obtain technical and administrative materials for organizational use
- Excellent interpersonal, communication, and teamwork skills required
- Ease and familiarity with computers including Windows environment and database experience
- Demonstrated examples of personal and professional initiative
- Knowledge of the nonprofit sector and Northern Virginia community is a plus
- Availability to work a flexible schedule including evening and weekends is required
- Prior experience in public speaking or training is preferred
- BA or BS degree required

## Compensation

Salary, which is dependent on experience, ranges from \$32,000 to \$36,000. Volunteer Fairfax offers a comprehensive benefits package which includes medical (including dental and vision) short term disability, long term disability and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities.

## To apply

Email a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume and salary requirement to: Janet Davison, Program Manager, RSVP-Northern Virginia--[jdavison@volunteerfairfax.org](mailto:jdavison@volunteerfairfax.org). In the subject line of your email, please include "RSVPVS -your last name". Resumes will be reviewed on an ongoing basis. Please only serious candidates should apply.

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