

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, organizing and implementing a Retired and Senior Volunteer (RSVP) Program placing skilled and non-skilled volunteer personnel in non-profit and public institutions, agencies and organizations within the City. The work is performed according to policies and procedures promulgated by the National Senior Service Corps with input received from a community advisory group. The work is performed under the general supervision of the Director of Recreation with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent directly supervises subordinate personnel and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules and directs operations and programs placing volunteers in non-profit and public institutions, agencies and organizations including hospitals, museums, nutrition centers, nursing homes, libraries and schools;

Plans, schedules and directs the work of subordinate personnel and recruits and supervises volunteers;

Coordinates the operation of the RSVP Program with other community programs within a particular area of the City;

Develops grant continuation requests to help fund program;

Establishes and maintains financial and statistical records for the systematic reporting of expenditures and data to Federal, State and local agencies;

Creates budgets as required by Federal, State and City requirements and submits same to the Director of Recreation for approval;

Recommends equipment and materials purchases to the Director of Recreation for approval;

Educates and interacts with the public to promote RSVP programs and recruit new volunteers, including writing news articles, radio appearances and senior center and community meetings;

Meets with local public officials and community leaders to develop new programs and monitor existing programs;

Assists in the quarterly publication of the County Office for the Aging newsletter, including writing RSVP Program related articles for the newsletter and overseeing the newsletter's compilation, collating and mailing;

Prepares semi-annual progress reports related to program activities utilizing a personal computer;

Contacts other public and private agencies and organizations either by phone or letter regarding RSVP Programs, including the County Office for the Aging Senior Nutrition Program and the Central New York Alzheimer's Association;

Reports orally and in writing to the Director of Recreation as necessary;

Attends professional group meetings and training conferences to keep informed of changes in the field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of policies and procedures promulgated by the National Senior Service Corps regarding Retired and Senior Volunteer Programs, including grant application policy and procedure;

Good knowledge of public and private organizations providing services to retired persons and senior citizens;

Good knowledge of public and non-profit organizations available to participate or participating in the RSVP Program

Good knowledge of the characteristics, needs, and interests of retired persons and senior citizens;

Good knowledge of principles and practices of educating and interacting with the public;

Working knowledge of budgeting and the City budget process;

Working knowledge of office record keeping;

Ability to plan, organize and implement programs;

Ability to plan and supervise the work of others including volunteers;

Ability to operate an alphanumeric keyboard to compose correspondence, memos and reports;

Ability to communicate effectively, both orally and in writing;

Ability to form and maintain effective working relationships;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience planning, budgeting, scheduling and implementing special events or programs for either a public or private organization

OR

(b) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above

