



Position: RSVP Program Assistant

Reports to: RSVP Director

Department: Community and Volunteer Services

Status: Non-exempt

Hours: 20

Date: 7/2021

Approved: Jeanne Kern

Job Function:

The RSVP Program Assistant is responsible for collecting and compiling data and assisting in volunteer trainings of RSVP volunteers engaged in the Healthy Futures of older Vermonters. The RSVP Program Assistant will help fulfill CVCOA's vision of "A World Where Aging is Honored" and its mission, "To Support Central Vermonters to Age with Dignity and Choice."

Essential Functions:

1. Work with local nonprofit organizations (known as volunteer stations) to collect hours of RSVP volunteers and enter them into Better Impact database.
2. Survey older Vermonters who are receiving services from RSVP volunteers as determined by the Program director.
3. Make sure all data is complete and entered into 2021 the database correctly.
4. Work with the RSVP Director and Coordinators to develop and implement surveys across project area.
5. Manage Better Impact database to maintain all records necessary for RSVP program: volunteer information, hours, station information and track focus area volunteers.
6. Work with volunteers and the program coordinator on administering evidence-based trainings.
7. Attend meetings and trainings as assigned by the RSVP Director.
8. Work with RSVP Director and CVCOA Communications and Development Director by providing hours of volunteers' service and impact data on outcomes as requested.
9. Participate in Community & Volunteer Services Department monthly meetings and activities.
10. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Highschool diploma.

2. Proficiency with computers, internet, Excel, and databases in a Microsoft Office environment.
3. Experience working with older adults and volunteers.
4. Ability to work well with people in a variety of situations and to create partnerships in local communities.
5. Be a creative team player, as well as to work independently.
6. Ability to manage work schedule to meet deadlines for multiple projects and activities.
7. Effective written and interpersonal communication; experience with public speaking helpful.

Physical Demands:

1. Ability to lift up to 25 pounds on a periodic basis.
2. Typing and data entry- repetitive keyboard motion.

Mental Demands:

1. Ability to juggle a variety of tasks.
2. Ability to concentrate in physical space that may be distracting.

Working Conditions:

1. Shared office space with other staff members.
2. Travel in rural regions of Vermont in a variety of weather and road conditions on a regular basis.