



Position Title:

Manager/Director, AmeriCorps Seniors Program-Retired Senior Volunteer Program (RSVP)

Position Summary:

The AmeriCorps Seniors Program Manager is responsible for the daily management of the program, including oversight, administration, planning, development, marketing, and growth. The Manager will also ensure compliance with CNCS guidelines and federal requirements for National Service projects.

Classification:	Exempt/Full-time	Reports to:	Director, Special Programs/Operations
Location Type:	In-Office/In Person	Benefits:	Competitive Benefits Package
Pay Type:	Salary/Monthly	Supervision:	RSVP Admin Assistant/Volunteers
Pay Range:	\$40-50K (BOE) Note: Currently structured as fulltime- possibility of parttime or ¾ time.		

Primary Duties & Responsibilities include:

- Recruit and work with older adult volunteers for RSVP program
- Secure community nonprofit volunteer stations (includes recruitment, presentations, etc.)
- Create, maintain and enhance relationships with nonprofits, volunteer stations, volunteers, and community partners
- Ensure close attention to all AmeriCorps-related emails and communications
- Ensure grant compliance and all program metrics are being met
- Make periodic site visits to the volunteer stations to ensure compliance
- Identify and help secure additional resources for the program
- Recruit other volunteers as needed for program operations
- Conduct new volunteer orientation and volunteer placements at nonprofit volunteer stations
- Prepare and submit scheduled reports to funding agencies
- Manage program budget, track spending and order supplies as needed
- Develop and coordinate Advisory Council
- Coordinate community engagement activities for volunteers (events, outings, trainings, etc.)
- Successfully complete all CNCS AmeriCorps Seniors training (eCourses)
- Supervise program assistant and volunteers
- Volunteer administration (background checks, mileage tracking and reimbursements)
- Organize and provide volunteer recognition
- Coordinate/Manage Volunteer placement platform(s)
- Attend/participate in community meetings/events/conferences-including making presentations
- Serve as TNVLC representative in the community as needed/requested
- Oversee program marketing (website, social media, email outreach)
- Maintain and update all operational documentation including policy & procedure manuals, grant procedures, volunteer policies, etc.
- Other duties as assigned by Special Program Director & Executive Director

Preferred Knowledge and Skills:

- Strong interpersonal and organizational abilities-attention to detail and multi-tasking
- Marketing/communication (written/oral communication including social media/email/website)
- Problem-solving and critical-thinking skills, as well as being flexible and team oriented
- Experience working with Senior Adults (55+)
- Volunteer Management skills
- Strong computer experience using Microsoft Office, email
- Understand organizational mission, goals, and objectives as well as having a commitment to community engagement and social justice issues
- Close attention to detail regarding federal grant compliance and communication
- Experience in fundraising tactics such as grant-writing, annual appeals, special events and other fundraising activities

Additional Details:

Position includes occasional evening and weekend hours. Applicant must be able to pass a background check and must have a valid North Carolina Drivers License