



Volunteer Center of Santa Cruz County  
Monterey Bay RSVP Program Specialist  
Job Description

General Statement

Under the supervision of the RSVP Program Director, the Program Specialist is responsible for the development, operation and administration of RSVP activities in Santa Cruz, Monterey and San Benito Counties. The Specialist will build upon the current RSVP Volunteer and Station sites in all three counties through outreach and recruitment as well as maintenance and relationship building. In addition, the Specialist will oversee database management, donor files and statistics compilation for the Monterey Bay RSVP tri-county area.

Responsibilities

1. Increase RSVP presence and awareness as well as Volunteer and Station enrollment consistent with goals set in conjunction with RSVP Program Director
2. Develop RSVP relationships with key agencies and volunteers in all counties
3. Develop and maintain office and computer files on volunteers, workstations, and programs.
4. Collect and compile data, prepare and issues reports.
5. Maintain volunteer and station data base, updating information
6. Assist Director with fund raising through direct mail campaigns, grants and presentations to prospective donors.
7. Provide accurate reports on program activities as need by funders, provide other statistical reports as needed.
8. Designs and prepares recruitment materials, flyers and posters.
9. Gives volunteer recruitment talks at clubs, senior center and sites approved by the RSVP Director.
10. Arrange for Advisory Council Meetings, maintain records of meetings, and distribute minutes. Assist in arrangement of Annual Recognition Luncheon

Job Qualifications

1. Two years of experience in working with older adults or volunteers
2. Two or more years of college or equivalent experience
3. Customer service experience / outreach and business building experience
4. Some management and supervisory skills
5. Strong oral and written communication skills
6. Ability to work with and relate well to people
7. Clerical skills, filing, pleasant phone manner
8. Familiarity with word processing, data base management

### Personal Qualifications

Flexible, likes challenges, creative in approach to problem solving. Ability to establish and maintain an atmosphere of friendly team work and corporation. Ability to work independently and to delegate responsibility.

### Plus Factors

Knowledge of senior issues

Age 55+

Volunteer experience opportunities

Bilingual/bicultural in English/Spanish

Experience using Google Suite (Gmail, Docs, Sheets, Drive, Forms), Wordpress, Salesforce and Vertical Response

### Conditions of Employment

Employment is contingent on clearance of criminal history background check and NSCHC requirements

Starting wage is \$18.30-\$19.60 per hour

The position is flexible: 20-30 hours per week. Eligible for full benefits including health, vision and chiropractic coverage; Employee Assistance Program; paid holidays, sick leave and vacation; access to additional benefits from our cafeteria plan paid for in part by employee.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap or disability, medical condition, marital status, gender, sexual preference, age, veteran status, or any other non-merit factor unrelated to job duties.

If you are interested, please send a resume and letter of interest to:

[rsvpvol@sevolunteercenter.org](mailto:rsvpvol@sevolunteercenter.org)

**Equal Employment opportunity/Affirmative Action Employer**