City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Retired Senior Volunteer Program Coordinator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>RSVS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU09</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>12/22/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for contacting, recruiting, coordinating, scheduling and recording activities of volunteers. Assists with fundraising, maintaining files and assists with reports on a local, state and federal level as needed for the grant.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Tracks and records volunteer time and applicable station involved.
- Participates in fund raising activities for the Retired Senior Volunteer Program.
- Compiles, maintains, and prepares files and required reports to include but not limited to volunteer and station memorandum of understanding and files.
- Assists with volunteer recognition programs as required by grant.
- Assists in the preparation of the newsletter.
- Picks up and transports volunteers using RSVP Van when necessary.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and two years related experience. Experience with coordinating community service or non-profit organization volunteers preferred.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.