City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Retired Senior Volunteer Plus Program (RSVP+) Director</th>
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<tr>
<td>Job Code:</td>
<td>RSVD</td>
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<tr>
<td>Pay Grade:</td>
<td>NU16</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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**General Summary:** This position is responsible for overseeing all activities associated with the Retired Senior Volunteer Plus Program, with offices in Rapid City and Spearfish. Works with businesses and organizations throughout the Black Hills to establish memorandum of understanding and secure volunteer stations for volunteer opportunities.

**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.*

- Confers with the Advisory Council and the Finance Manager to establish and implement policies and procedures subject to appropriate guidelines and City requirements.
- Fundraises for 30% of remaining funding not received from the Federal Grant. Works to secure other funding by approaching foundations, other grant opportunities and fundraising opportunities in the community.
- Prepares annual Corporation for National Service grant application and writes grant applications for other government, foundation and local grants. Monitors in-kind support.
- Prepares budget and allocates resources to appropriate functions. Prepares and submits required performance and financial reports.
- Directs developing, updating and completion of records of funds, expenditures, volunteer hours and RSVP+ activities.
- Maintains program quality by developing, planning and implementing grant work plans. Prepares programming impact statements and performance measurement standards designed to meet critical community needs.
- Recruits volunteers and creates publicity for RSVP+ by using media, speaking at various organizations, producing quarterly newsletters and accepting membership in certain organizations.
- Maintains volunteer activity through regular meetings with Advisory Council; Solicits stations geared toward interests and abilities of volunteers, places volunteers in appropriate stations and provides orientation for stations and volunteers.
- Monitors relationships between stations and volunteers to promote opportunities to maintain self-esteem and usefulness through volunteer service to the community.
- Provides recognition of volunteers by arranging various events such as awards banquets and Nations Volunteer Week.
- Monitors and updates Memorandums of Understanding with volunteer stations.
- Acts as liaison between stations, volunteers and senior citizen agencies.
- Maintains files and records.
- Manages staff by interviewing, hiring and training employees; planning, assigning and directing work; appraisal performance; rewarding/disciplining employees; addressing complaints and resolving problems.
Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in business or related field and two years related experience in operating social service program, working with senior citizens, volunteers, appropriate boards, and committees; or Associate’s degree in business and related field and five years related experience in operating social service program, working with senior citizens, volunteers, appropriate boards, and committees; or equivalent combination of education and experience.

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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually low to 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 must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.