



**City of Rapid City**  
**Retired Senior Volunteer Program (RSVP) Manager**  
**Position Description**

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**Job Title:** Retired Senior Volunteer Program (RSVP)  
Manager

**Department:** Finance

**Reports To:** Retired Senior Volunteer Program

**FLSA Status:** Exempt

**Classification:** Non-Union

**Grade:** 12

**Prepared By:** Dave Yuhas

**Prepared Date:** 01/16/2018

**Approved By:** Pauline Sumption

**Approved Date:** 01/16/2018

**SUMMARY**

Oversees all activities associated with the Retired Senior Volunteer Program. Works with businesses and organizations throughout the Black Hills to establish memorandum of understandings and secure volunteer stations for volunteer opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Confers with Grants Compliance, Financial Reporting and Asset Manager to establish and implement policies and procedures subject to appropriate grant guidelines and City requirements.
2. Maintains program quality by developing, planning and implementing grant work plans. Seeks stations geared toward interests and abilities of volunteers and prepares programming impact statements and performance measurement standards designed to meet critical community needs.
3. Responsible for recruiting, interviewing, training and placement of volunteers. Provides orientation and acts as liaison between stations and volunteers.
4. Assist in preparation of the annual Corporation for National Service grant application, annual budget preparation and submission of quarterly/semi-annual reports.
5. Responsible for the development, maintenance and retention of files, reports and records of RSVP stations and volunteers. Monitors and tracks in-kind support from City and administrative volunteers.
6. Creates public awareness for RSVP program by using media, speaking at various organizations, producing quarterly newsletters and accepting membership in certain organizations.
7. Communicates program activity through monthly meetings with Advisory Council.
8. Coordinates scheduling and duties at RSVP station.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 or 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.

**Communication Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively information and respond to questions from groups of managers, clients, customers, and the general public.



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**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of written and verbal instructions.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products, Reporter Data Base software, and Publisher.

**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.

**Work Environment:** 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 moderate

**OTHER SKILLS AND ABILITIES**

Demonstrated knowledge of local community organizations and agencies, sufficient to perform essential functions.