



**Nevada Rural Counties Retired and Senior Volunteer Program
Service Coordinator
JOB ANNOUNCEMENT**

TITLE: Service Coordinator
PAY CLASS: Part-Time, occasional evenings and weekends.
REPORTS TO: RSVP Program Director
LOCATION: Winnemucca, NV

Nevada Rural Counties RSVP Program, Inc. (RSVP) is a non-profit organization whose mission is to provide lifesaving volunteer programs that help seniors and adults with disabilities maintain their independence with dignity.

JOB SUMMARY:

RSVP seeks a Service Coordinator to help elders, adults with disabilities, Veterans and caregivers in Winnemucca and the surrounding area with programs provided by volunteers which enable RSVP clients to remain living in their own homes. Programs include transportation, Veterans services, respite care, personal emergency response systems and more.

Under the supervision of the RSVP Program Director in Carson City, the Service Coordinator is responsible for providing administrative support to team members throughout the planning and implementation of RSVP's programs in the county assigned. This includes client recruitment, client intake, volunteer training, community outreach, and more. A commitment of approximately 10 hours per week is required.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Show leadership of office environment for county and overall program development.
- Ensure quality assurance of all programs.
- Review and submission of monthly timesheets and overall program reports.
- Volunteer recruitment, training, and manage scheduling of services.
- Answering phone calls and proficient in using a computer.
- Community outreach which may include tabling, fundraisers, and overall program advocacy.
- Must be able to transport clients.

COMPENSATION: Monthly stipend, out of pocket expenses, and mileage reimbursement provided. No insurance nor retirement available as this is a part time position.

Please send your resume and a cover letter to
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate Ln, Suite 6
Carson City, NV 89706

Or call 775-687-4680 for email address.