



**NEVADA RURAL COUNTIES RETIRED AND SENIOR VOLUNTEER PROGRAM  
GOOD NEIGHBOR PROGRAM COORDINATOR  
JOB ANNOUNCEMENT**

TITLE: Good Neighbor Program Coordinator  
PAY CLASS: Full Time  
LOCATION: Pahrump, NV

Nevada Rural Counties RSVP Program, Inc.'s mission is to provide lifesaving volunteer programs that help seniors and adults with disabilities maintain independence with dignity. RSVP provides well-trained volunteers that assist seniors including the homebound elderly, caregivers, veterans, and adults with disabilities with lifesaving services. Our essential social supportive services include door-to-door escorted transportation, companionship, respite care, no-cost legal assistance, Farmer's Market Coupons, critical food and medicine delivery, homemaker services, personal emergency response systems, Veteran assistance, and more.

**JOB SUMMARY**

Under the overall direction of the RSVP Chief Executive Officer performs a variety of duties and is responsible for assisting in the development and operation of the Nevada Rural Counties Retired & Senior Volunteer Program (RSVP).

The Program Coordinator will design & publishes marketing materials, website, Facebook posts, E-Newsletter, and brochures for client & volunteer recruitment, develop and organize and volunteer training. Recruit volunteers, and business partners, and seek potential funding sources.

The Program Coordinator works cooperatively with RSVP staff, community Advisory Group members, as well as officials of the Corporation for National and Community Service and Community Partners in program planning and implementation. Is responsible for providing assistance with funding proposals, works with public relations, marketing, and oversees program records.

**JOB RESPONSIBILITIES:**

Under the direct supervision of the C.E.O., the Good Neighbor Program Coordinator's responsibilities and duties may include, but are not limited to, the following:

1. Assist the Chief Executive Officer in the continued development and implementation of "The Good Neighbor Program".
2. Developing and implementing a comprehensive monitoring system to assure achievement of the above-referenced program objectives and compliance with State, Federal, and/or other Grantors' requirements. Assure that program data is collected, input, and managed.
3. Conduct ongoing program and site visits and meetings with field staff and stations to ensure programmatic and fiscal compliance and client/volunteer satisfaction.
4. Recommend and implement program marketing plans and campaigns. Recommend and implement management policies and procedures to the C.E.O. of the Nevada Rural Counties RSVP Program.
5. Plan, execute, and facilitate Program meetings.
6. Collect, evaluate, author, compile and distribute Program progress reports and submit them to required entities.
7. Plan and execute orientation and ongoing training for county service coordinators, volunteers, and staff.
8. Design Program start-ups and provide ongoing technical oversight.

9. Collect, process, and manage a variety of quantitative and qualitative data. Sort, update, and merge data files from a variety of sources. Evaluate data quality and perform data-cleaning operations.
10. Provide Accounting Department with data reports for monthly processing of volunteer reimbursements.
11. Recruit and manage independent contractors and volunteers in Nye County and assist with client matches to meet Grantors' Specifications.
12. Provide client and volunteer data/statistics for monthly and quarterly grant reports, grant applications, etc.
13. Travel required (as needed - typically quarterly) throughout the state to provide program development assistance. RSVP's service area covers 101,000 square miles.
14. Perform other duties as assigned by the CEO.

## QUALIFICATIONS

1. Two years experience in a comprehensive development program in progressively responsible capacities: management experience essentials or equivalent.
2. Bachelor's degree or any combination of education and experience.
3. Working knowledge of computer systems is mandatory. Proficient in Microsoft Office, Word, and data entry. Advanced proficiency in Excel.
4. Demonstrate sound oral and written communication skills. Work with the general public, clients, and staff professionally and courteously.
5. Demonstrated ability to work under pressure and to meet deadlines.
6. Demonstrated ability to maintain accountability and to work independently and creatively, while functioning as part of a cooperative and coordinated management team.
7. Must be creative, able to generate ideas, and be a self-starter.
8. Must be responsible, dependable, well organized, logical, and have high integrity.
9. Able to perform varied clerical duties including correspondence, answering the telephone, filing, and data entry in a timely, courteous, and accurate manner.
10. Experience in working with the elderly, Veterans, persons with disabilities, and volunteers respectfully and courteously is a plus.

## EXEMPTION

This is an EXEMPT position from the Fair Labor Standards Act (FLSA) in that no overtime is paid for an excess of 40 hours per week, and no compensatory time is allowed to be accrued.

## WORK HOURS

RSVP's normal work week is Monday through Friday, 8:00 a.m. – 5:00 p.m., with one hour for lunch and (2) 15-minute breaks. There are occasions when weekends and evenings are required to complete an event. In that case, the C.E.O. can allow time off if it occurs in the same pay period as it was acquired.

**SALARY RANGE: \$50,000 - \$60,000 DOE**

Benefits:	Accrue 15 days of annual leave, year one, 20 days at the 10-year level. Sick leave same as annual leave
Medical Insurance:	Fully paid for the individual
Vision, Dental, and Life Insurance	Fully paid for the individual
Retirement	Percentage match up to 5%

Please send a cover letter and resume to  
Nevada Rural Counties RSVP Program, Inc.  
2621 Northgate St., Suite 6  
Carson City, NV 89706, or call 775-687-4680 for the email address.