



Matching people aged 55+ with service opportunities in Bennington, Windham & Windsor Counties
Green Mountain RSVP 160 Benmont Street (South Entrance, Suite 2R), Bennington, VT 05201
www.rsvpt.org • (802) 447-1546

Title: Green Mountain RSVP County Coordinator

Position Type: Full-time, non-exempt, 32 hours per week, flexible schedule, fully benefitted

Supervisor: GMRSVP Program Director

Location: Remote (work from home) with 50% travel required, mostly within assigned county (mileage is reimbursed at federal rate).

Position Function

Support existing GMRSVP volunteers in their volunteer service positions, plan and implement volunteer appreciation activities, and collect and record data on volunteers and their activities. Recruit additional volunteers. Support and forge strong relationships with non-profit organizations in assigned county and be aware of senior-focused programs in the other two counties served by GMRSVP. Participate in AmeriCorps service days. Promote the GMRSVP program to people aged 55 and older and to non-profit organizations in assigned county. Stay up-to-date on recent research and best practices in AmeriCorps Seniors programs and on serving volunteers aged 55+. Uphold all AmeriCorps standards of non-discrimination. Mileage is reimbursed at the federal rate, currently 67 cents per mile (2024). Support the Mission, Vision and Values of GMRSVP sponsoring agency, Southwestern Vermont Council on Aging.

Essential Duties & Responsibilities

Volunteer Stations

Visit all existing volunteer stations quarterly (four times per year); when appropriate and with advance notice (such as for peer-led exercise classes, food pantries/food drops, community meals) participate in the activity that the volunteers are performing. Whenever possible, attend any public-facing or volunteer appreciation events at the volunteer station.

Be able to fully explain the volunteer positions at each volunteer station to prospective volunteers.

Ensure that volunteer stations have an up-to-date GMRSVP binder containing all required paperwork.

Communicate regularly with volunteer stations (through email, newsletters and in-person visits) to share the GMRSVP story, with a goal of increasing awareness/understanding of the GMRSVP program and of converting existing volunteers to GMRSVP volunteers.

Recruit additional volunteers for volunteer stations when asked to do so.

Actively seek out new volunteer station opportunities.

Annually record in-kind donation information from volunteer stations.

Volunteer Support & Recruitment

Meet in-person or by phone with potential volunteers to discuss the program and determine volunteer interests, skills and abilities.

Provide in-person orientation to new GMRSVP volunteers.

Communicate with existing GMRSVP volunteers consistently by way of in-person visits to their volunteer stations, home visits, phone calls, postal mail or email, depending on the volunteer's preference.

Support volunteers in their volunteer placements and troubleshoot if issues arise.

Send county-wide emails regularly (at least once per month) notifying volunteers of any new volunteer activities and of any community events that might be of interest to them.

Send birthday cards and make anniversary phone calls each month.

Plan and implement at least one in-person volunteer appreciation event per year. Use feedback from volunteers to guide this planning.

Participate in at least one volunteer appreciation card/ mailing per year.

Community Outreach & Promotion

Actively seek out information about health fairs, senior-focused events, community organizations and other places where seniors congregate in assigned county where GMRSVP or the Area Agency on Aging could provide information about our programs.

Present information about GMRSVP at least four times per year at community events and record data about those presentations.

Work with non-profit organizations in the assigned county to identify and develop volunteer opportunities that match volunteers' interests, skills and abilities.

Write articles about volunteers and activities in assigned county for GMRSVP quarterly newsletter and social media.

With supervisor's and SVCOA Executive Director's approval, promote GMRSVP in local media (newspapers, radio, local television).

Participate in at least one AmeriCorps special service program such as Veteran's Day, 9/11 Remembrance, and Martin Luther King, Jr. Day.

Collect signatures to appear on social service appropriation funding lists in assigned County as required.

As required by towns, present program information, as staff person and/or with assistance of volunteers, at town meetings in assigned county.

Solicit in-kind donations (such as weights for Bone Builders, yarn for knitters, stickers/markers for Sunshine Cards, and gifts for volunteers) from local businesses and accurately record those donations and send thank you note to the donors.

Identify organizations that serve isolated seniors and coordinate Sunshine Card delivery with those organizations.

Record Keeping/Administration

Collect volunteer hours from volunteer stations monthly and enter them into record-keeping database. Communicate with volunteers and volunteer stations monthly about any missing hours. Report hours using internal reporting tool by the 15th of the following month.

Maintain paper and electronic files on all volunteers and perform a monthly check to ensure all files are accurate.

Enter information on new GMRSVP volunteers into the database before they begin any volunteer activities.

Record notes of all meaningful interactions with volunteers in the database.

Administer surveys to volunteers, volunteer stations, and community members impacted by volunteer service in accordance with the work plan.

Participate in bi-weekly team meetings to give and receive updates on the GMRSVP program, volunteer activities, community outreach events and volunteer feedback. Work collaboratively with teammates in the other two counties served by GMRSVP.

Participate in weekly individual meetings with supervisor.

Professional Development

Complete 10-20 hours of professional development annually on topics related to volunteer recruitment and retention, agism, peer-led exercise programs, AmeriCorps, etc. as assigned by supervisor and based on interests related to deepening practice in the position.

Participate in all required training and activities by SVCOA, the sponsoring agency of GMRSVP.

Make suggestions and provide input on ways to improve or optimize the program for staff, volunteers, volunteer stations and the community.

Requirements and Qualifications

1. Associate's degree preferred in social work, gerontology, or a related field or at least 3 years of experience in the non-profit sector.
2. Must be proficient in basic MS Office programs and be able to learn to use the GMRSVP database.
3. Excellent written, oral, listening and communication skills are required.
4. The position is based in the employee's home and the ability to connect to the internet from the home office is required. A computer, printer, and office supplies are provided.
5. This position requires approximately 50% travel, largely in assigned county.
6. Must be able to meet in-person monthly with team members from the other two counties in a central location (likely Bennington office).
7. Must have access to a reliable vehicle, valid driver's license and the ability to travel throughout the Windsor, Windham and Bennington County areas.
8. Must have or be willing to develop a knowledge of and contacts in the non-profit, human-services, and community organizations throughout assigned county.
9. Must be able to pass Federal, Vermont, and Department of Motor Vehicle background checks.
10. Must be able to pass annual HIPPA training and maintain client confidentiality.
11. Must be able to lift and carry items such as folding tables and promotional items to events. Must be able to transport barbells and leg weights between peer-led exercises classes as needed.
12. Must communicate professionally and respectfully, orally and in writing, with individuals and organizations, representing GMRSVP in a positive light.