# Appendix B.6 – Sample Job Description for AmeriCorps Seniors RSVP Project Director

****

**ABC Non- Profit Program**

**AmeriCorps Seniors RSVP Project Director Job Description**

JOB TITLE: Project Director

REPORTS TO: Executive Director

STATUS: Full Time

POSITION DESCRIPTION:

Under the general direction of the Executive Director of ABC Non-Profit and AmeriCorps Seniors program policy guidelines, the Project Director has full- time responsibility for the development and operation of the AmeriCorps Seniors Retired and Senior Volunteer Programs (RSVP); in coordination with the ABC Non-Profit and AmeriCorps Seniors RSVP Advisory Council.

PROJECT DIRECTOR’S ROLE:

The Project Director is responsible for the daily management of the AmeriCorps Seniors RSVP. The Project Director functions as a working project manager, actively involved with community organizations, AmeriCorps Seniors volunteers in RSVP, and volunteer stations. The Project Director serves as the representative of the sponsor in signing and approving official project documentation, including project reports, memoranda of understanding, letters of agreement for in-home assignments. The Project Director will abide by ABC Non-Profit’s established procedures for internal review and its standard policies and procedures.

The Project Director serves full time, as negotiated with AmeriCorps. The Project Director may participate in activities to coordinate AmeriCorps Seniors RSVP program resources with those of related local agencies, boards, or organizations.

RESPONSIBILITIES:

Under direction of the ABC Non-Profit Executive Director, the Project Director’s duties include, but are not limited to:

* 1. Plan and develop all phases of AmeriCorps Seniors RSVP operations;
  2. Assist with hiring, training, and supervising adequate AmeriCorps Seniors RSVP staff to efficiently carry out, maintain and develop operations of the AmeriCorps Seniors RSVP Program;
  3. Adhere to and administer personnel policies and procedures for AmeriCorps Seniors RSVP staff consistent with those of ABC Non-Profit;
  4. Provide support, information and materials for AmeriCorps Seniors RSVP coordinators and appraise staff performance according to ABC Non-Profit personnel policies and procedures;
  5. Recruit, select, orient and place AmeriCorps Seniors volunteers with volunteer stations;
  6. Develop and maintain appropriate fiscal, personnel, program and volunteer records and reports;
  7. Enhance the total efforts of AmeriCorps Seniors RSVP through active involvement with community organizations, other national service programs, where appropriate;
  8. Implement agreed upon performance measure and other AmeriCorps Seniors RSVP grant requirements;
  9. Keep AmeriCorps Seniors RSVP Advisory Council members informed and solicit their participation and advice on matters affecting program operations;
  10. Work in cooperation with ABC Non-Profit staff, Advisory Council members and volunteer station staff to obtain resources for programs;
  11. Plan, develop, and implement ongoing public relations opportunities, including social media, in cooperation with ABC Non-Profit;
  12. Arrange for formal and regular recognition of volunteers, organizations and individuals who have contributed to the support of AmeriCorps Seniors RSVP;
  13. Assure volunteer orientation, in conjunction with volunteer workstations and staff;
  14. In conjunction with AmeriCorps Seniors RSVP staff, develop and maintain close coordination and relationships with AmeriCorps Seniors RSVP volunteer stations, including development of volunteer assignment plans;
  15. Provide ongoing support to volunteers;
  16. In conjunction with AmeriCorps Seniors RSVP staff, appraise volunteer performance;
  17. Assess appropriateness and/or performance of volunteer stations;
  18. Attend training conferences conducted or authorized by AmeriCorps.

JOB QUALIFICATIONS:

Bachelor’s Degree, training and/or experience in work with those over 55 years of age and volunteers is essential. Flexibility, management skills, computer literacy, and personal transportation are requirements. Experience managing federal grants is preferred. Must have excellent written and oral communication skills necessary for preparing grants, written reports and giving oral presentations and trainings. Ability to attend after hours and weekend meetings/events is required. Regional travel is a requirement of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Date