

Cornerstone Community Action Agency

Job Description

JOB TITLE: Program Director – RSVP (Retired and Senior Volunteer Program)

Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Executive Director

Work Period: Must not exceed 40 hrs/wk

Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, Mental Health, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

SUMMARY: The Program Director is responsible for the daily management of the Retired and Senior Volunteer Program. The RSVP Program Director functions as a working program manager, actively involved with community organizations, RSVP volunteers, and volunteer stations. The RSVP Program Director serves as the representative of Central Texas Opportunities, Inc. in signing and approving official project documentation, including project reports, memoranda of understanding, letters of agreement for in-home assignments, and ensures compliance with federal regulations and Cornerstone Community Action Agency's Policies and Procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Program Director of RSVP will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. Plan and develop all phases of RSVP operations.				
2. Participate in annual budget planning and strategic planning processes.				
3. Assist the Agency in business negotiations and to community groups, as needed.				
4. Maintain current knowledge of changing systems and programs.				
5. Must have the ability to establish good working relationships and work harmoniously with others, both as a team and independently.				
6. Prepare compliance audit data by compiling and analyzing internal and external information, as needed.				
7. Support programs by reviewing, collecting and				

Program Director of RSVP

coordinating internal compliance data with auditors and various department heads.				
8.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Comply with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management team on needed actions.				
9.				
Audit programs for compliance and submit quarterly/yearly reports to Executive Director.				
10.				
Recruit, select, orient and place RSVP volunteers with volunteer stations.				
11.				
Act as a spokesperson for the VITA program with Executive Director approval. Assist with hiring, training, and supervising adequate RSVP staff to efficiently carry out, maintain and develop operations of the RSVP Program.				
12.				
Promote and support, professional training and development opportunities to meet team and individual needs.				
13.				
Participate in the design and improvement of internal structures, systems, and policies.				
14.				
Ensure consistency in service delivery across program areas with attention to inclusive practices and integration of component areas.				
15.				
Participate in development of program interagency agreements and contracts.				
16.				
Establish and maintain relationships and collaborations with community agencies and partners.				
17.				
Conduct training individually and collectively to all volunteer staff and conduct monthly site visits.				
18.				
Establish effective working relationship with the Board of Directors providing support, training, and keeping them informed.				
19.				
Prepare and deliver formal presentations to clients, staff,				

Board of Directors and community groups to provide information, ensure collaboration, and promote advocacy.				
20.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Attend interagency organizational and planning meetings as appropriate.				
21.				
Participate in professional development activities and organized community events.				
22.				
Participate in the development of collaborations and facility development for future expansion in the number of services, work with funding source representatives.				
23.				
Research potential grant opportunities and prepare annual federal grant proposals.				
24.				
Works closely with various vendors throughout the service area to obtain information as required by funding sources.				
25.				
Adhere to funding source regulations and guidelines for all the programs provided.				
26.				
Responsible for the timely completion and submission of all reports as required by various funding sources.				
27.				
Work in cooperation with CCAA's Advisory Council members and volunteer station staff to obtain resources for programs.				
28.				
Keep Advisory Council members informed and solicit their participation and advice on matters affecting program operations.				
29.				
Ensures compliance with funding source requirements.				
30.				
Promote effective involvement of the Agency within the Community and County associations.				
31.				
Work with funding source representatives during agency visits/monitoring.				
32.				
Work with Agency Certified Public Accountant, as required.				
33.				
Plan, develop, and implement ongoing public relations				

opportunities in cooperation with Cornerstone Community Action Agency				
34.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Arrange for formal and regular recognition of volunteers, organizations and individuals who have contributed to the support of RSVP.				
35.				
Provide ongoing support to volunteers.				
36.				
Adhere to safety discipline and accountability policies and regulations.				
37.				
Other duties may be assigned.				

General Responsibilities The staff member will:

1. Appearance	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.				
2. Reliability				
Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3. Safety				
Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality				
Employee observes regularly scheduled work hours.				
5. Compliance				
Employee follows Agency policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

Qualification Requirement

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 Experience

Must be 18 years old or older. 1) BA/BS in Social Work or Human Services; 2) High School Diploma, or GED, with at least five years of experience in Social Work or Human Services Field. Must have Experience training and/or working with volunteers and those over 55 years of age. Excellent oral,

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written communication skills, including group presentations. Good diagnostic, troubleshooting, and problem-solving skills. Experience in the administration of agency or entity relative to assignment. Additional skills for compliance include: Research skills, reporting research results, analyzing data, coordination, and audit skills. Traveling and attending evening and weekend meetings/events is required.

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, typewriters, copier, and other office machines.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

This is an "At Will" employment and nothing contained herein is intended to create any contractual rights between Employer and Employee. Employee may be terminated at any time with or without cause.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

Employee SIGNATURE

Date of Signature

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____