

Metro Atlanta RSVP

RSVP Volunteer Specialist Volunteer Position Description

Description

Help older adults maintain healthy independent lifestyles by interviewing, placing and scheduling volunteers 55 years of age or older with RSVP community programs.

Responsibilities

- Interview potential volunteers via phone or in person
- Identify areas of volunteer interests and potential placements
- Refer volunteers to appropriate stations
- Schedule volunteers for community organizations requesting events
- Update and maintain request list for presentations
- Handle general administrative tasks connected to interviewing, placing and scheduling volunteers
- Travel to specified senior centers, congregate residences or organization locations to meet with potential volunteers
- Ensure distribution of appropriate information and brochures as needed
- Maintain strict confidentiality standards

Qualifications

- Good organization and communication skills
- Comfort level with and proficiency in communicating with older adults
- Ability to relate well to diverse populations
- Ability to work with limited supervision
- Must sign confidentiality agreement

Training

Orientation and on the job training

Time Commitment

A minimum of 4 hours a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer. Occasional weekend opportunities may be available.

Location/Reports to

Assigned RSVP location

I understand the effectiveness and credibility of this program depends, in part, on the way I carry out the responsibilities detailed above. I will do my utmost to carry out these responsibilities and remain current on all issues related to this volunteer position.

Signed: _____ Date: _____

