



NOTICE OF JOB VACANCY

RSVP Program Specialist-Part Time-Napoleon, Ohio

JOB DUTIES:

Provide outreach to community agencies/organizations (five counties – Henry, Fulton, Williams, Defiance and Paulding) to develop meaningful volunteer opportunities that align with the RSVP program. Assist with recruitment of older adults for volunteer service that align with the RSVP program. .Assess skills and aptitude of potential and existing volunteers for referral and placement and follow-up of volunteers. Assist with the monitoring of the ongoing management of volunteer stations. Assist with the promotion and education of groups and individuals concerning RSVP program. Provide documentation and quantifiable data reflecting program activities and requested program reports. Perform other duties as assigned.

QUALIFICATIONS:

Bachelors Degree in social service, sociology, gerontology, or related field preferred. Consideration may be given for work experience. Minimum of two years experience working with volunteers and/or older adults. Knowledge of community resources desirable. Excellent verbal and written skills needed. Computer proficiency required.

**Deadline for application:
Until position filled**

**Submit resumes to:
Samuel H. Hancock Ed.D.
Human Resources Officer
Area Office on Aging of NW Ohio, Inc.
2155 Arlington Avenue
Toledo, Ohio 43609**

Or

jobs@areaofficeonaging.com

This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of the position. This position description and/or job vacancy notice is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.