

AmeriCorps Retired and Senior Volunteer Program (RSVP) Montezuma County Manager

Reports To: RSVP Program Director

Job Status: Full Time – 40 hours per week, hybrid virtual and in-person settings.

Salary: Starting at \$45,000-\$48,000 depending on experience

Who We Are: At Spark the Change Colorado, our mission is to spark change and inspire a movement of good through the power of service, volunteerism, and civic engagement. We operate a variety of volunteer-driven programs and provide training and education opportunities for Colorado nonprofits. We are connectors and collaborators working to build stronger, more resilient, diverse, equitable, and connected Colorado communities. If your passions align with our values of Community, Collaboration, and Courage, consider joining our quickly growing team!

Welcome Statement: Spark is committed to diversity, equity, inclusion and access. We believe a diverse staff contributes to the creativity and strength of our organization and our communities. Spark seeks to create an inclusive, equitable and welcoming work environment for all individuals.

Spark Culture: We are an innovative, hard-working and supportive team. We are always moving forward, adapting and responding to community needs and the whole staff supports each other as we grow together. We currently have a hybrid work situation, some of us working fully remote, some of us in the office, and some out in the community. Our staff are located across Colorado, and our central office is in the Park Hill community. We work to create opportunities to meet staff where they are and support our whole team. Work-life balance is not just important, it is essential.

Position Summary: The Retired and Senior Volunteer Program (RSVP) is an AmeriCorps Seniors program that is managed and run by Spark the Change Colorado's Empowering Aging Department. The RSVP is one of the largest volunteer efforts in the nation for people 55 and over and Spark the Change staff of this program support their local initiative and volunteers that serve their communities in the realms of food justice, environmental stewardship, and capacity building. This position would build and run the RSVP in Montezuma County.

Primary Duties:

- › Represent the program at public education forums, health care fairs, volunteer recruitment events, community events, and other potential places and spaces, like virtual events, to promote the program.
- › Celebrate volunteer achievements through recognition and appreciation events.
- › Create and run days of service opportunities that address poignant issues in your community.
- › Understand the purpose and requirements of the AmeriCorps RSVP and comply with the regulations and expectations of that program.
- › Understand the goals and planning of Spark the Change Colorado and be an active participant in the execution of our strategic plan.
- › Coordinate and monitor RSVP assignments, in-service training, supervisory arrangements, and other activities surrounding the work of RSVP Volunteers.

- › Recruit, select, orient, and assign new volunteers to volunteer stations and/or clients according to the specifications of AmeriCorps Seniors Operation Manual and to meet contracted goals. Build and maintain relationships with volunteers and volunteer stations throughout your community.
- › Engage with community partners for the purpose of volunteer and volunteer station recruitment especially partnering with BIPOC, LGBTQ, people with disabilities, and veteran communities.
- › Maintain fiscal, program, and volunteer records and reports.

Required Qualifications:

- › Computer literacy required, including but not limited to various Microsoft Office Apps and Services (Word, Excel, Teams, SharePoint, ect...), video conferencing apps, and ability to learn new software systems.
- › Must pass Criminal History Background Check that includes name-based National Sex Offender Public Website (NSOPW), and fingerprint CBI and FBI checks
- › Commitment to these values as described in the Spark Strategic Plan: community, collaboration and courage
- › Ability to work independently, virtually and in-person, in Montezuma County while coordinating with staff in other locations throughout Colorado. This job will require occasional travel.
- › Demonstrated experience building and sustaining strong, productive relationships with diverse individuals and partner organizations.
- › Flexibility, resourcefulness, positive attitude, strong work ethic.
- › Demonstrated commitment to diversity, equity and inclusion and willingness to embrace Spark's core values and mission.
- › Exceptional oral and written communications; friendly, helpful, professional.
- › Community outreach experience and a desire to conduct in-person meetings and community events.
- › Strong emotional intelligence, high integrity, sound judgment and ability to maintain confidentiality.
- › Commitment to and experience with DEIA principles

Preferred Qualifications:

- › Spanish speaking proficiency is highly desirable
- › 2 years of experience in volunteer coordination and engagement
- › Fundraising experience highly desired including grant writing, corporate partnership and sponsorship experience
- › Commitment to the vision of a world with stronger, more resilient, equitable and connected communities through the power of volunteerism
- › Enjoy working with older adults and is aware of older adult issues and concerns

Benefits:

- › Benefits package
- › 11 paid holidays per year and 10 vacation days per year
- › Flexible hybrid schedule

- › Professional development opportunities through Spark the Change Colorado.

To apply, please send cover letter, resume, and two references to Josie Boynton at jboynton@sparkthechangecolorado.org with the subject line “Montezuma Manager Application” This is a rolling application that will be open until filled. Applications received before 7/31/2024 will be given priority.