Position Announcement
Foster Grandparent Recruitment Specialist/Volunteer Coordinator

Rocky Mountain Development Council's Senior Corps Program is seeking applicants for a full time Foster Grandparent Recruitment Specialist/Volunteer Coordinator. The starting salary for this position is $15.55 per hour, plus RMDC's generous benefit package: health/dental/vision/life insurance, holidays, sick and vacation leave and retirement plan.

The Foster Grandparent Program Recruitment Specialist/Volunteer Coordinator is responsible for executing the day to day duties of the Foster Grandparent Program, including: Recruiting and maintaining a minimum number of senior, stipend volunteers (60); Serving as the liaison with numerous volunteer site/stations; Direct supervision of Foster Grandparents and their pairing with stations; Review of applications and conducting State/Federal background checks; Updating documents and files; arrange and coordinate meetings; New volunteer training, monthly in-service trainings and preparing a monthly newsletter, Conducting public relations activities, attending meetings and providing technical assistance as needed.

Minimum Qualifications:

Knowledge: Knowledge of the needs of the aged and services available to them. Knowledge of personnel management policies and procedures. Knowledge of Foster Grandparent Program operations and services. Knowledge of computer software programs and the Microsoft Office Suite.

Skills: Proven organizational skills and good communication skills, both verbal and written. Public speaking skills are essential in this position.

Abilities: Ability to interact well with the public, especially aged program participants and those seniors that show interest in becoming a Foster Grandparent. Ability to interact well with volunteers, volunteer station supervisors and staff. Ability to analyze and solve problems, and be a self-starter. Ability to set up and maintain volunteer files. Ability to maintain a minimum number of Foster Grandparent Volunteer slots (60).

EDUCATION AND EXPERIENCE: The knowledge and abilities are usually acquired through a combination of a high school education plus advanced course work in Social Work, Sociology, Gerontology Human Services and/or Marketing. Two years' minimum work experience in the Human Service field. Supervisory experience and experience working with older persons preferred. Experience in marketing, recruitment and volunteer management preferred. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

Must be able to pass three criminal background checks: FBI fingerprint background check, Sex offender background check, and a MT Department of Justice criminal background check. Must have a valid driver's license, motor vehicle insurance and be insurable on RMDC's motor vehicle insurance policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Daytime travel both in Helena and out of town comprises 60% of the workweek with occasional overnight travel. One out of state training annually.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, www.rmdc.net, and the Helena Job Service. Incomplete application materials will not be processed. Complete packages should be submitted to the RMDC Human Resource Office at the above address, no later than 5:00 PM, Tuesday, October 23, 2018. EEO

www.rmdc.net

Affordable Housing	LIEAP	Meals on Wheels
Homelessness Prevention	Weatherization	Senior Centers & Dinner Clubs
Home Buyer Education	Energy Share	Foster Grandparent Program
Rocky Mountain Preschool Center	Spirit of Service	Senior Companion Program
Head Start	Area IV Agency on Aging	RSVP