



Creative, Energetic and Motivated Leader Wanted!!!

JOB TITLE: RSVP Program Specialist

RESPONSIBILITIES

This position provides the detailed coordination and implementation of all aspects of the after-school mentoring/tutoring program as required by the PNS Grant. This person is responsible for the management and training of all four volunteer groups, the site staff partnerships, school teacher communication, services to the children, coordination of the data/survey collection, result reporting and volunteer recognition.

Essential Duties and Responsibilities include the following; other duties may be assigned:

1. Support the Mission, Vision and Values of YWCA McLean County by embedding them into your program and participating in YWCA activities and initiatives.
2. Adhere to the policies and procedures of the YWCA and the Corporation for National and Community Service, (CNCS).
3. Collaborate with YWCA staff to develop marketing approach and market the after-school program.
4. Establish and cultivate relationship with site coordinators, school administration and teachers.
5. Recruit, orient and supervise volunteer recruiters.
6. Train and place volunteer tutor/mentors in after-school program.
7. Assess and oversee data/survey/hour distribution, collection and reports.
8. Supervise the recognition of volunteer tutors/mentors.
9. Follow DCFS regulations in licensed after-school programs.

JOB REQUIREMENTS

- High School Diploma or GED required.
- Experience working in education preferred.
- Experience working with volunteers and children preferred.
- Proficiency in English required.
- Excellent verbal and written communication skills required.
- Strong computer skills required. Must have intermediate skills in Microsoft Office.
- Ability to display appropriate professional behavior with sensitive topics.
- Must be able to make sound decisions in professional and public settings.

WORK HOURS

Part-Time 15-20 hours per week, Monday-Friday, 2:00pm – 6:00pm

TO APPLY

Submit a resume, cover letter, and YWCA employment application to Human Resources by 8/1/2011. Applications are available at the YWCA front desk or can be downloaded from:

www.ywca.org/mcleancountyjobs

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704