




Post Office Box 309, Boonville, NC 27011  
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

***YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.***

<b>To:</b>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission; Indeed.com</li> </ul>
<b>From:</b>	Janet Phillips, HR Director Kathy Payne, Executive Director 
<b>Date:</b>	May 10, 2017
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>RSVP Manager</b>
<b>Location Address:</b>	215 Jones School Road, Mount Airy
<b>Work Schedule:</b>	30 hours per week, some evening work
<b>Wage Range:</b>	\$12.93 to \$15.52 per hour/nonexempt position
<b>Starting Date:</b>	When filled
<b>Job Objective:</b>	The RSVP Manager is responsible for the daily management of the RSVP and is actively involved with community organizations, RSVP volunteers, and volunteer stations. The RSVP Manager serves as the representative of the sponsor in signing and approving official project documentation, including project reports, memoranda of understanding, and letters of agreement for in-home assignments. The RSVP Project Manager will abide by YVEDDI's established procedures for internal review and its standard policies and procedures.
<b>Education Requirements:</b>	Prefer Bachelor's Degree, training and/or experience in work with those over 55 years of age and volunteers is essential. Flexibility, management skills, computer literacy, and personal transportation are requirements. Experience managing federal grants is preferred. Ability to attend after hours and weekend meetings/events is required. Regional travel is a requirement of this position. REQUIRES: National Criminal Background Check.
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	Janet Phillips, HR Director at 336-367-3533 or <a href="mailto:jphillips@yveddi.com">jphillips@yveddi.com</a> Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>
<b><i>Employment with YVEDDI is "at will". You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws.</i></b>	