



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.

To:	Interested Persons: <ul style="list-style-type: none"> • Local YVEDDI Service Centers • NC Dept of Commerce - Workforce (ESC); Indeed.com
From:	Lisa Money, Senior Services Director Kathy Payne, Executive Director <i>Kathy Payne</i>
Date:	January 23, 2020
Re:	JOB VACANCY
Position Title:	RSVP Manager
Location Address:	215 Jones School Road, Mount Airy
Work Schedule:	30 hours per week, some evening work
Wage Range:	\$12.93 to \$15.52 per hour/nonexempt position
Starting Date:	Immediately
Job Objective:	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 and memoranda of understanding. Prefer a dependable, quick learner and self-starter with very good people skills.
Education Requirements:	Prefer Bachelor's Degree, training and/or experience in work with those 55 years of age and better 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.
Close Out Date	Until Filled
Contact:	Lisa Money, Senior Services Director, 336.367.3522 or lmoney@yveddi.com Employment Application available for download at www.yveddi.com
<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>	