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# Southeastern Community College

# **EMPLOYMENT OPPORTUNITY**

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## **Director of Retired Senior Volunteer Program (RSVP)**

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution. Major industries in the county are agriculture, paper manufacturing, lumber production, and chemical manufacturing.

### **Minimum Requirements for the Position**

1. Bachelor's degree from a regionally accredited institution
2. One to three years of supervisory experience
3. Two or more years of experience working with the public
4. Training or experience working with volunteers
5. Experience developing and maintaining a budget
6. Ability to write and manage grant projects
7. Demonstrated excellent oral, written, and interpersonal communication skills
8. Proficient in Microsoft Word, Excel and PowerPoint
9. Ability to work a flexible schedule as needed to fulfill the requirements of grant and/or Southeastern Community College related functions

### **Preferred Requirements for the Position**

1. Training or experience working with those over 55 years of age and/or volunteers
2. Three or more years of work experience in the volunteer services field

### **Purpose and Function of the Position**

Under the general direction of the Vice President of Workforce and Community Development, the RSVP Project Director will be responsible for the development and operation of the Retired and Senior Volunteer Program. In order to fulfill the requirements of the position, the Project Director will perform the following functions:

1. Plan, develop and implement all phases of RSVP operations

2. Implement approved RSVP grant performance measures and other grant requirements outlined by the Corporation for National and Community Service (CNCS)
3. Supervise programs and services provided through the Columbus County Volunteer Center - a charitable non-profit 501 (c) 3
4. Research, plan, design, write and submit grant proposals to prospective funding agencies
5. Assist with hiring, training, and supervising adequate RSVP staff to efficiently carry out, maintain and develop operations of the RSVP Program
6. Provide support, information and materials for RSVP staff and volunteers
7. Recruit, select, orient and place RSVP volunteers with volunteer stations
8. Conduct volunteer orientation, in collaboration with volunteer work stations and staff
9. Develop and maintain appropriate/accurate fiscal, personnel, program and volunteer records and reports
10. Prepare and submit grant related interim and final reports in accordance with grant reporting procedures
11. Monitor progress made towards attainment of measurable outcomes associated with all funding sources
12. Enhance the total efforts of RSVP through active involvement with community organizations and other national service programs, where appropriate
13. Keep the Volunteer Services Board of Directors informed and solicit their participation and advice on matters affecting program operations
14. Plan, develop, and implement ongoing marketing/public relations opportunities, including social media, in cooperation with Southeastern Community College marketing staff
15. Work in conjunction with RSVP staff, to develop and maintain close coordination and relationships with RSVP volunteer stations, including development of volunteer assignment plans
16. Provide ongoing support to volunteers
17. Coordinate formal and regular recognition of volunteers, organizations and individuals who have contributed to the support and success of RSVP
18. Attend training conferences conducted or authorized by the CNCS
19. Adhere to SCC policies and procedures
20. Perform other duties as assigned by the Vice President of Workforce and Community Development

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than September 21, 2017.

**A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 5:00pm on Thursday, August 31, 2017. Applications received after this date may not be considered.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.  
[www.sccnc.edu](http://www.sccnc.edu)