



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

To:	<ul style="list-style-type: none"> Interested Persons N. C. Dept. of Commerce – Workforce (ESC) Local YVEDDI Service Centers Surry Community College (Erica Smith) smithe@surry.edu
From:	Kathy Payne, Executive Director
Date:	September 19, 2014
Re:	JOB VACANCY
Position Title:	RSVP Project Specialist
Location Address:	215 Jones School Rd. Mt. Airy, NC 27030
Work Schedule:	Monday – Friday 20 hours per week
Wage Range:	\$8.49 per hour
Starting Date:	October 13, 2014
Job Objective:	<ul style="list-style-type: none"> To implement and maintain the RSVP Program in the assigned county by providing leadership, advocacy, and community involvement for the enrolled volunteer. Must be able to complete required paperwork on time. Must be able to organize events. Have the ability to speak to groups. Must be actively involved in community groups/local media to achieve and maintain community visibility. Must be able to attend meetings at night. Should have general knowledge of other agency programs for purposes of referral. Must be able to arrange for volunteer transportation to Recognition Events and Program Advisory Council meetings. Must be able to listen to and counsel senior citizens. Must be able to do Weekly Work Plans, time, and mileage forms. Must know and understand YVEDDI and CNS policies and procedures
Education Requirements:	High school diploma and/or experience in human/elderly services
Close Out Date	October 3, 2014
Contact:	Gilda Pruitt, RSVP Director gpruitt@yveddi.com

Employment Application available for download at www.yveddi.com

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