



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
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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:	June 3, 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:	July 9, 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	June 20, 2014
Contact:	Gilda Pruitt, RSVP Director gpruitt@yveddi.com Employment Application available for download at www.yveddi.com

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