




Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
 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"> • YVEDDI Service Centers • Surry Community College • Employment Security Commission; Indeed.com
From:	Lisa Money, Senior Services Manager Kathy Payne, Executive Director 
Date:	September 20, 2019
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. The RSVP Project Manager will abide by YVEDDI's established procedures for internal review and its standard policies and procedures.
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

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.