



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
RSVP Project Director/ Volunteer Recruiter	Warren	RSVP

Closes: Open Until Filled

Full-time position managing the daily functions and activities of the Retired Senior Volunteer Program in Warren, Allen, Barren, Logan, and Simpson counties. Duties include identifying, recruiting, training, and coordinating the placement of eligible senior adults (primarily in Simpson and Warren Counties), completing all required reporting, securing adequate community resources, and in-kind contributions, and monitoring of budgets for all counties with the assistance of the County Coordinators and Program Assistant.

Qualifications:

Bachelor's Degree in Education, Social Work, Communications/Marketing, Management or related field with three (3) to five (5) years administrative or supervisory experience, as well as experience working with older adults; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.

Salary:

Minimum salary for this position will be \$15.00 per hour, and includes an excellent benefit package.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue
Bowling Green, KY 42101

200 E. Fourth St.
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: aroy@casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 6/10/2010