

Interested in joining a team focused on providing McLean County with a quality volunteer program for retired and senior adults?

YWCA Adult Services is looking for an organized individual who enjoys working with volunteers and community organizations to provide quality, mission-based service.

02/28/2023

JOB TITLE: Retired and Senior Volunteer Program (RSVP) Specialist

RESPONSIBILITIES

The Program Specialist is responsible for assisting the RSVP Coordinator in achieving Primary Focus Area. The RSVP Specialist will be responsible for visiting RSVP stations, connecting with volunteers, and data entry.

JOB REQUIREMENTS

- Must be at least 18 years of age.
- High school diploma or GED required.
- Experience with clerical work required.
- Must pass a criminal background check.
- Experience in customer service preferred.
- Computer experience preferred.
- Excellent verbal and written communication skills required.
- Proficiency in English required.
- Proficiency in at least one other language helpful.
- Must be able to start as soon as possible.

WORK HOURS

Part time, 15 hours/week, between 8 am – 5 pm Monday to Friday. Flexible schedule based on availability of applicant.

TO APPLY

Submit a YWCA employment application and resume to Human Resources. The position will be open until filled. Applications are available at the YWCA administration front desk or at www.ywcamclean.org/jobs:

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704

YWCA McLean County is an equal employment opportunity employer.