



...where volunteers make a difference

## RSVP of Dane County Driver Services Administrative Assistant and Bus Buddy Program Assistant

**Position: RSVP Driver Services Administrative Assistant and Bus Buddy Program Assistant**

**Status: .53 FTE (20 hours per week)**

**Program: Driver Services and Bus Buddy Program**

**Supervised by: Driver Services Manager and Bus Buddy Coordinator**

**Duties: Under the supervision of the Driver Services Manager, assist with data management, reports, driver reimbursement, and backup ride scheduling. Under the supervision of the Bus Buddy Coordinator, assist with recruitment, marketing and coordination of the Bus Buddy Program**

### **Driver Services:**

- Assist with maintaining volunteer and program records/data to prepare monthly, quarterly, annual reports.
- Serve as a back-up for coordination of rides for the Madison/Monona area and Vets Helping Vets programs.
- Assist the Driver Services Manager and Driver Services Coordinator with monthly Driver Services reimbursement duties, including data entry, printing and mailing of checks, and reconciling monthly bank statements.

### **Bus Buddy Assistant:**

- Under the supervision of the Bus Buddy Coordinator, assist with volunteer recruitment, marketing, and coordination of individual and group Bus Buddy Tours.
- Help develop training and recruitment materials, assist with volunteer training, and evaluation of the Bus Buddy program.

### **General Agency Assistance:**

- Provides staff support to agency activities such as committee assignments (internal and community), recognition events, public relations, and fundraising.
- Assists with general agency recruitment, enrollment, and referral of volunteers for all RSVP programs.

### **Qualifications: A combination of:**

- Excellent communication skills, both oral and written
- Excellent organizational and data entry skills.
- Proficient computer skills, including knowledge of Microsoft Suite or willingness to learn
- Demonstrated interest in aging programs and working with volunteers.
- Access to automobile and evidence of proof of insurance is required.
- Successful completion of required Criminal History Background Checks: NSOPW, State, FBI.
- Proof of COVID-19 Vaccination is required.

**Hours: 20 hours a week (.53 FTE)**

**Salary: \$20,200 - \$20,800**

**Benefits: Fringe benefit package equal to 12% of salary contributed into a cafeteria plan plus LTD & Life available after 90 days. Tax-Sheltered Annuity Plan. Vacation & Sick leave.**

**Deadline for Application and Resume: Friday, December 8, 2023**

**The application form is available at [www.rsvpdane.org](http://www.rsvpdane.org) or by calling 238-7787.**

**Equal Opportunity Employer with an Affirmative Action Plan**

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