

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: CSVP (Conejo Senior Volunteer Program) Director**

**Division:** Recreation & Community Services

---

### **Summary:**

Under general supervision, plan, coordinate, supervise and direct the Conejo Senior Volunteer Program, providing highly responsible and technical leadership, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Explains and interprets the goals, objectives and operation of the Conejo Senior Volunteer Program to community organizations, health and welfare agencies, volunteer stations, and the general public.
- Maintains direct liaison with volunteer sites to assure maximum satisfaction for both the senior volunteer and the hosting site.
- Advises sites on the effective utilization of senior volunteers and provides conflict resolution as necessary.
- Maintains current information on all interacting community agencies.
- Promotes and publicizes the program to the community and provides information to the senior community on volunteer opportunities through presentations to community groups and through social media, flyers and publications.
- Plans, organizes and implements recruitment, orientation and placement of volunteers.
- Prepares grant proposals, implements grant awards and monitors program for grant compliance in accordance with federal, state, or local rules, laws and regulations.
- Prepares and administers both program and grant budgets.
- Supervises, trains and evaluates subordinates.
- Establishes and maintains records and methods for reporting financial and statistical data.
- Develops fund raising guidelines and coordinates events for CSVP Advisory Council.
- Administers the Senior Nutrition Program and provides oversight of the Goebel Café.

### **Other Duties and Responsibilities:**

- Travels to community sites and meetings.
- Plans and supervises events in recognition of service by volunteers.
- Represents the District in the community.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Bachelor's Degree with emphasis in Recreation, Gerontology, or related field; two (2) years increasingly responsible experience in public recreation; with one (1) year of volunteer management experience and grant preparation/compliance preferred. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret applicable rules, government regulations, and Requests for Proposals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information in oral or written form and respond to questions.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals. Ability to develop and monitor budgets for a variety of funding sources.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

**Other Required Skills:**

Competent in use of computer and spreadsheet programs.

**Certificates and Licenses:**

California Driver's License; ServeSafe certification and CPR and First Aid certificates within 30 days of employment.

**Supervisory Responsibilities:**

Directly supervises employees and contract workers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

While performing the essential functions of this job, the employee is generally not exposed to hazardous environmental conditions. Some duties occur in a commercial kitchen facility at which time the employee is regularly exposed to fumes; heat, wet and/or humid conditions, moving mechanical parts; and occasionally exposed to cleaning chemicals. The noise level in the environment is moderate. \*

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stand, stoop, kneel, crouch, or crawl, taste and smell. The employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 50 pounds. The vision requirements include close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: CSVP Director  
JD3004 Rev 5/17

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*