



DEPARTMENT OF PERSONNEL, CITY HALL, 70 ALLEN STREET, ROOM 107, PITTSFIELD, MA 01201 PHONE: 413-499-9340

**JOB POSTING**  
**NON-UNION/EXEMPT**

**DIRECTOR OF RETIRED SENIOR VOLUNTEER PROGRAM**

The City of Pittsfield is seeking a qualified individual to assume the role as Director of the Retired Senior Volunteer Program (RSVP). Under general direction of the Mayor and RSVP Advisory Council, the RSVP Director is responsible for developing, implementing, coordinating, and evaluating the program in relation to its respective projects and services, in accordance with agency bylaws, mission statement, and policies. The Director provides guidance and information for planning and procedures, leadership for staff and volunteers, communication and public awareness to the community, and accountability for the fiscal management of the program. The Director will also coordinate and ensure the recruitment, enrollment, orientation, and placement of senior volunteers to assigned work stations.

**The candidate will possess the following qualifications:**

- Bachelor's degree (concentration in community development, social work, or related area preferred.)
- 3-5 years' experience in an administrative capacity, with a background in supervising staff and working with elderly clients.
- Previous experience in grant writing, and proven ability and accountability for fiscal and budgetary management.
- Excellent interpersonal skills, with the ability to communicate clearly and effectively.

**Monday-Friday, 35 hours per week**

**8:30AM - 4:00PM**

**Salary: \$48,099**

**Deadline: Friday, November 7, 2014**

Applications are available in the Personnel Office at City Hall, and online at [www.cityofpittsfield.org](http://www.cityofpittsfield.org).  
**Resumes alone will not be considered if they are not accompanied with a City employment application.**

If interested, please submit application, with cover letter and resume to:

Personnel Department

City Hall, Room #107

70 Allen Street

Pittsfield, MA 01201

Or electronically to [employment@pittsfieldch.com](mailto:employment@pittsfieldch.com)

*City of Pittsfield is an EEO/AA employer*