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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Project Manager/RSVP - C09 + \$64,771  
+ LIMITED FRINGE BENEFITS\*

**DEPARTMENT:** Department of Aging

**OPENING DATE:** 10-22-21                      **CLOSING DATE:** 11-05-21

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree in a relevant field.

**Experience:** Two or more years or more of related experience, or additional education in a specialized area; operation of a senior activity center or other activity center that offers a variety of social-recreational and supporting services.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background investigation with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** The Retired & Senior Volunteer Program (RSVP) Project Manager performs a wide variety of tasks to manage and facilitate the efficient and effective operation of this volunteer program for seniors age 55 and above. The RSVP Project Manager works full time on the RSVP Project under the supervision of the RSVP Project Sponsor.

## DUTIES:

- ◆ Works cooperatively with Project Sponsor, Project Staff, community members, volunteer station representatives, and officials of AmeriCorps/ AmeriCorps Seniors to program, plan, and implement the RSVP Project;
- ◆ Recruits and supervises senior volunteers age 55+ by arranging interviews and orientations;
- ◆ Approves volunteer placements and arranges training;
- ◆ Monitors and resolves problems among RSVP Volunteer Stations and volunteers;
- ◆ Develops and maintains a record-keeping system for distributing forms and obtaining signatures for federal reports and audits;
- ◆ Performs budget preparation, program purchases, and expenditures;
- ◆ Identifies community needs and develops volunteer service sites, work plans and service activities;
- ◆ Develops and implements a continuous public relations and communications plan;
- ◆ Prepares and submits all required county and federal program reports;
- ◆ Plans an annual volunteer recognition luncheon;
- ◆ Supervises a part-time RSVP Senior Office Specialist and volunteers in the RSVP office;
- ◆ Maintains professional knowledge and skills by attending relevant workshops, training, and conferences. Reviews professional materials and participates in professional organizations.

St. Mary's County Government is an Equal Opportunity Employer

- ◆ Works with RSVP Community Advisory Committee, soliciting their advice and assistance on matters affecting project operation;
- ◆ Performs other project-related duties as assigned and as allowable within the RSVP statute, program regulations, and other applicable policies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary’s County Government to the public;
- ◆ Ability to gain thorough knowledge of department practices and procedures;
- ◆ Ability to gain thorough knowledge of relevant Federal, State, and Local regulations;
- ◆ Ability to gain thorough knowledge of County and Federal fiscal management;
- ◆ Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
- ◆ Ability to supervise and motivate assigned staff;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to review and analyze existing information and make informed and sound decisions; ability to use available resources to research information;
- ◆ Ability to keep accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$64,771 annually

FLSA: Exempt

St. Mary’s County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland Public Employees Retirement System (PERS).

\* Grant employees hired after January 31, 2005 are required to pay 100% of their retiree health plan costs.

**[Click Here for Information: Employee Benefits Summary - May 2021](#)**

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.**

Applications are available at: Governmental Center, Third Floor, Dept. of Human Resources  
23115 Leonardhall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: 71109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) (301) 475-4200, Extension: 71110

**APPLY NOW – <https://www.stmarysmd.com/hro/application/apply/>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**