



## **RSVP Singapore – The Organisation of Senior Volunteers**

**invites application for**

### **Volunteer Management Executive**

#### **Responsibilities:**

- Recruitment, deployment and management of volunteers.
- Manage membership database
- Organise orientation and training for volunteers
- Manage Community Programme.
- Determine funding requirements for programme
- Monitor, evaluate and submit regular reports on outcome of programme and ensure that KPIs are met.
- Develop standard operating procedures for programme.
- Organise and manage events relating to programme.
- Provide support to the Programme Committee or other functions as directed by the Board as may be required (within work capacity)

#### **Pre-requisites:**

- Diploma or Degree.
- Knowledge and experience in volunteer and programme management preferred.
- Proficient in Microsoft Office software.
- Good interpersonal skills.
- Good written and verbal communication skills.
- Bilingual in Mandarin preferred.
- Independent, result-orientated, with energy and ability to meet deliverables.

**Submit your resume ( with photograph) , stating current and expected salaries to  
Manager, Corporate & Marketing Communications RSVP Singapore, 9 Bishan Place  
#08-02 Junction 8 Shopping Centre Singapore 579837 or email [general@rsvp.org.sg](mailto:general@rsvp.org.sg)  
For more info on RSVP, visit our website [www.rsvp.org.sg](http://www.rsvp.org.sg)**