

VOLUNTEER AND COMMUNITY OUTREACH COORDINATOR

DEFINITION

To coordinate the activities of volunteer programs including program development, planning for service delivery, and program monitoring; to coordinate volunteer activities with other agencies; to recruit, select, train and manage volunteers; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from appropriate manager or mid-manager.

May directly supervise agency volunteers and intern students.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

Develops volunteer program goals, objectives and policies. Implements related procedures. Provides information to outside agencies and the media; makes public presentations; responds to inquires and complaints.

Manages, directs and organizes volunteer activities including program planning and grant management. Provides organizational and administrative support to other agency volunteer programs, as applicable.

Directs, oversees and participates in the development of the volunteer program work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. In some areas of assignment in the County may provide similar administrative assistance to other agency volunteer programs.

Prepares volunteer program budgets; monitors budget implementation; organizes fund raising activities; participates in forecasting future funding, staffing, equipment, materials and supplies needs. In some areas of assignment in the County may provide assistance to other agency volunteer programs in related tasks.

Recruits, screens, selects, terminates and trains volunteers; develops volunteer training and procedure manuals; monitors and evaluates the work of volunteers.

LANE COUNTY
Volunteer Coordinator (Continued)

EXAMPLES OF DUTIES (con't)

Initiates background checks, including criminal records checks, in some areas of assignment in the County.

Develops programs to increase the effectiveness of volunteer service, and assists in identifying potential volunteer utilization.

Acts as liaison between volunteer programs sponsored by Lane County and other agencies and volunteer groups.

Seeks, administers and directs volunteer program grants; monitors funds; prepares reports; processes payments.

Prepares reports and correspondence; maintains records related to program activities and services.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and pertinent issues related to assigned program area.

Principles of effective management including program planning and analysis, financial administration and personnel management.

Effective volunteer programs, resources and volunteer placement techniques related to areas of assignment.

Volunteer motivation, recognition and training and supervision methods.

Basic personnel record keeping, evaluation, documentation procedures.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

LANE COUNTY
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Effectively administer a variety of volunteer activities.

Work in support of other staff in administering volunteer activities.

Organize and conduct training sessions and workshops.

Organize, direct, implement, and support volunteer programs.

Plan, assign, evaluate and guide the work of volunteers, including those working in administrative support capacities.

Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply applicable federal, state and local laws, rules, regulations and policies.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Speak to groups of people and conduct media presentations.

Gain cooperation through discussion and persuasion.

Recruit, train and organize large groups of people.

Deal effectively with individuals from a wide variety of backgrounds.

Use computers to maintain/manage records and data.

Experience and Training

Experience:

Two years of responsible volunteer coordination experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in personnel management, public administration, social science or a related field to area of assignment.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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Special Requirements

Possession of a valid Oregon driver's license at time of appointment.

Deminimus updates and title change approved by HR Director and County Administrator 8/09/07.