Volunteer Services Coordinator

Job Code	Job Title	Pay Grade
4229D2	Volunteer Services Coordinator	- 22

CONCEPT:
This is specialized work administering a multi-faceted volunteer services program. Work involves planning, organizing, directing and coordinating a volunteer services program in which a wide range of activities and services are conducted. Work includes promoting interest in the program both within the organization and in the community. Work further includes determining volunteer service needs, recruiting, training and supervising volunteers, arranging special events and field trips for clients, soliciting and managing financial and material donations, and developing program related policies, procedures and guidelines.

TASKS:
- Recruits, interviews, selects, trains and supervises volunteers for a variety of service areas; coordinates, develops, and presents volunteer-related workshops.
- Evaluates and determines volunteer service needs, and develops and monitors policies, procedures, guidelines, goals, and objectives.
- Maintains volunteer service records; arranges for public recognition of volunteers through awards, ceremonies, and local news media articles.
- Assures community awareness of programs and activities; develops brochures, posters and public relations materials; conducts tours for volunteers, schools, professional groups, employees, and community organizations; prepares articles and news releases for local news media; responds to letters requesting information about the facility or program; and, coordinates activities of citizens advisory boards.
- Manages a patient benefit account; solicits and acknowledges financial, material and memorial contributions; directs gift and fund raising drives; assures all residential clients receive gifts for appropriate holidays, birthdays and other special occasions; arranges and coordinates special activities such as parties and field trips; secures complimentary tickets to special events; and, maintains a patient library.
- Coordinates volunteer programs with related programs such as Job Training and Partnership Act (JTPA), Court Ordered Public Service (COPS), Green Thumb Workers, local school training or service classes, Special Olympics, and the volunteer portion of the KanWork Program.

LEVELS OF WORK
- Class Group consists of one class.

Minimum Requirements:
Six months of experience organizing and coordinating volunteers in community programs and organizations. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13
REV: 6/24