



Volunteer Services Coordinator I

Salary Group: B13

Class Code: 5232

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
VOLUNTEER SERVICES COORDINATOR I	5232	B13	\$29,439 - \$46,388
VOLUNTEER SERVICES COORDINATOR II	5233	B15	\$32,976 - \$52,045
VOLUNTEER SERVICES COORDINATOR III	5234	B17	\$36,976 - \$58,399
VOLUNTEER SERVICES COORDINATOR IV	5235	B19	\$42,244 - \$68,960

GENERAL DESCRIPTION

Performs routine (journey-level) volunteer services work. Work involves organizing, assessing, and promoting volunteer services programs. May provide guidance to others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes and assesses volunteer programs.

Conducts a community relations program through radio, television, print media, and personal speaking engagements.

Prepares educational and training materials and programs.

Matches clients' needs with volunteers' skills.

Monitors volunteers' performance and effectiveness.

Processes staff requests for donated items, funds, and services.

Assists in maintaining forms to record voluntary contributions.

Assists in maintaining an instruction manual for volunteer workers.

Assists in preparing monthly and annual reports.

May assist with fundraising efforts.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in volunteer services work. Graduation from an accredited four-year college or university with major coursework in behavioral science, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community organizations and administration.

Skill in dealing with the general public, in establishing and maintaining effective working relationships with the public and community organizations, and in the use of a computer and applicable software.

Ability to plan, organize, and promote volunteer programs; to provide in-service training; to identify resources conducive to volunteer programs; to communicate effectively; and to provide guidance to others.