



# Volunteer Services Coordinator II

Salary Group: B15

Class Code: 5233

<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
<b>VOLUNTEER SERVICES COORDINATOR II</b>	<b>5233</b>	<b>B15</b>	<b>\$32,976 - \$52,045</b>
VOLUNTEER SERVICES COORDINATOR III	5234	B17	\$36,976 - \$58,399
VOLUNTEER SERVICES COORDINATOR IV	5235	B19	\$42,244 - \$68,960

## GENERAL DESCRIPTION

Performs complex (journey-level) volunteer services work. Work involves planning, organizing, and promoting a program of volunteer services and enlisting volunteers to assist in the care, treatment, and rehabilitation of clients. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Plans, 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.

Designs and maintains volunteer instruction manuals, forms, and other records.

Prepares 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.