



Volunteer Services Coordinator III

Salary Group: B17

Class Code: 5234

<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 advanced (senior-level) volunteer services work. Work involves developing, coordinating, and promoting a volunteer services program and enlisting volunteers to assist in the care, treatment, and rehabilitation of clients. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors and evaluates the performance and effectiveness of staff and volunteers.

Coordinates volunteer programs.

Coordinates community relations programs including radio, television, print media, and personal speaking engagements.

Coordinates the preparation of educational and training materials and programs.

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

Prepares reports on volunteer services and programs.

Provides technical assistance and guidance in the development of volunteer services.

Solicits contributions and ensures that contributions and donations are properly acknowledged.

Assists in preparing budgets and monitoring expenditures for volunteer programs and services.

May supervise the work of 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 develop, coordinate, and promote volunteer programs; to develop in-service training; to identify resources conducive to volunteer programs; to explain policies and procedures; to communicate effectively; and to supervise the work of others.