



# Volunteer Services Coordinator IV

Salary Group: B19

Class Code: 5235

<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
<b>VOLUNTEER SERVICES COORDINATOR IV</b>	<b>5235</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) volunteer services work. Work involves monitoring, evaluating, and promoting a volunteer services program. May supervise the work of others. Works under minimal supervision, with extensive latitude for use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

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

Coordinates the preparation of educational and training materials and programs.

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

Monitors and evaluates volunteer programs.

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

Develops and revises policies and procedures for the volunteer services program.

Analyzes reports on volunteer services and programs.

Prepares budgets and monitors expenditures for volunteer programs and services.

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

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

Works with local, state, and national groups involved in volunteer 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, and of the practices and principles of marketing programs.

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 oversee, evaluate, 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.