

METRO

Classification Description

Title: Volunteer Coordinator I

Job Code: 0058

Pay Range: 14

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: July 2001

Revised: 2007

Classification Summary:

Assist in recruiting and overseeing volunteers and interns in a variety of Metro projects and programs.

Supervision Received:

Supervision is received from department supervisory personnel. May receive lead direction from the Volunteer Coordinator II.

Supervision Exercised:

May act as a lead worker over volunteers, interns and various community groups.

Distinguishing Features:

The Volunteer Coordinator I is the first of a two-level classification series. Employees in this classification work within general guidelines and policy direction contributing to, rather than directing the overall volunteer strategy of the department or the agency.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Coordinates, plans and organizes special events and campaigns to recruit volunteers.
2. Assists in developing new methods of promoting Metro projects and programs and of soliciting support from volunteers and community groups.
3. Oversees the work of volunteers and interns, and assists in developing volunteer and intern programs and opportunities.
4. Maintains and inventories tools, audiovisual equipment, storage room and educational materials used in conjunction with volunteer programs.
5. Assists in identifying new projects.
6. Maintains and updates databases specific to program area and performs record keeping duties.

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7. Develops materials such as flyers, informational materials and manuals used for volunteer and intern programs.
8. Responds to inquires regarding programs and projects and provides written or verbal information as requested.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Associate's degree and two years of experience in volunteer coordination involvement; or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Some knowledge of volunteer program principles and practices
2. Knowledge of and ability to communicate program goals and objectives
3. Ability to provide quality customer service
4. Knowledge of principals of motivation
5. Ability to motivate volunteers
6. Ability to train and oversee the work of volunteers, interns and community groups
7. Knowledge of supervisory principles and practices
8. Skill in record keeping and the use of computers and software related to project management
9. Ability to interact effectively and professionally with representatives of various community groups and senior Metro staff
10. Strong written and oral communication skills

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous talking, repetitive motions of the hands/wrists, walking, standing, reaching, sitting and good general hearing. May also require occasional feeling, bending, kneeling, grasping, stooping, and the ability to push and/or pull up to 40 pounds or lift and/or carry up to 30 pounds. Duties of the position may be performed outdoors, exposing incumbent to inclement weather conditions.