CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Volunteer Coordinator I

CODE: 65571C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

FUNCTION: Under general direction from volunteer coordinator supervisor, assists in recruiting, training & supervising volunteer persons or groups in contributing services to mental health or retardation, youth or correctional facility in state; handles receipt & distribution of donated gifts & goods to ward areas;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-27	Assists in organizing records & updating resource inventory, community contracts, attendance sheets, volunteer applications, rule booklets, log forms & various forms associated with volunteer services.	Knowledge of (1) volunteer service programs for assigned agency*; skill in (2) file organization & maintenance, (3) typing; ability to (4) carry out instruction in written, oral or picture form, (5) maintain accurate records, (6) gather, collate & classify information about data, people or things.
2	8-18	Consults with & speaks to boards, committees, civic associations, & other agencies & organizations, arranges tours of facilities; sends information to news media concerning volunteer programs.	Knowledge of 1*, (7) public relations; ability to, (8) prepare & deliver speeches before general public, (9) answer routine inquiries from public.
3	15-25	Accepts & records volunteer gifts & monetary contributions for institution & distributes monetary gifts & goods to ward areas; acknowledges receipt of donations; picks up volunteer donations at times.	Knowledge of (1) bookkeeping; ability to 5, (11) add, subtract, multiply & divide whole numbers.
4	17-27	Coordinates parties, outings & various activities for patients or inmates with staff members & volunteers; suggests types of donations, tickets & party card for different occasions; participates in shopping for parties & holidays.	Knowledge of 1*; ability to (12) cooperate with co-workers on group projects, (13) establish friendly atmosphere as coordinator of activities.
5	13-33	Assists in supervising & training volunteers to participate in various volunteer programs; corresponds with volunteers frequently by phone & letters.	Knowledge of 1*, 7, (14) volunteer recruitment, selection & placement*, (15) volunteer training & orientation*; ability to 9, (16) write routine business trips.

(880) 123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work weekends to meet with volunteer groups; may be exposed to infectious diseases.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 3 courses in public relations (or 3 mos. exp.); 1 course in bookkeeping (or 1 mo. exp.); 100 hrs. training in file organization & maintenance (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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