NEW AUG 0 2 [illegible]

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Volunteer Coordinator 2	CODE: 65572 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from institution superintendent or other administrative superior, plans & implements volunteer services program, determines volunteer needs, recruits, selects, places & trains volunteers, maintains related records & conducts public relations activities; Note: classification used where no subordinate volunteer coordinator positions have been allocated.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	27-33	Recruits volunteers for various programs & services in mental health, youth, correctional or other facilities, interviews prospective volunteers & selects & assigns volunteers based on qualifications, interests & aptitudes, conducts orientation training programs for new volunteers & monitors activities of all volunteers.	Knowledge of (1) volunteer service programs for assigned agency, (2) interviewing, (3) volunteer recruitment, selection & placement, (4) volunteer training & orientation, (5) public relations; ability to (6) deal with problems involving several variables in familiar context, (7) gather, collate & classify information about data, people or things, (8) develop good rapport with volunteers.
2	17-27	Consults with other staff volunteers to encourage use of volunteer workers & establish need for such workers; determines numbers of volunteers to be recruited, outlines requirements of each volunteer job; evaluates program effectiveness, revises program as needed & participates in policy development.	Knowledge of 1; skill in (9) effective utilization of volunteer services; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) write specifications concerning volunteer jobs.
3	19-25	Maintains records of volunteers, their interests, aptitudes, times available, time served & other related data; prepares reports & conducts correspondence; participates in seminars, workshops & committee meetings; monitors clerical personnel involved in records maintenance & other routine duties as assigned.	Knowledge of (12) supervision*; ability to 7, (13) prepare meaningful, concise & accurate reports, (14) cooperate with co-workers on group projects.

(881)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	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.); 300 hrs. training in volunteer service programs (or 3 mos. exp.); 300 hrs. training in effective utilization methods of volunteer services (or 3 mos. exp.); 1	TRAINING & DEVELOPMENT:

Ohio
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Volunteer Coordinator 2

CODE: 65572C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	9-15	Solicits funds, goods and other gifts for use by & for residents; receives & distributes donated items; acknowledges receipt of gifts.	Knowledge of 5.
5	11-17	Coordinates efforts of community groups or agencies interested in providing services to institution; participates in community education programs; speaks before groups to explain institution & departmental programs & stimulate interest in volunteer services; conducts tours of facility; prepares news releases; appears on radio & TV.	Knowledge of 5; skill in 9; ability to (15) prepare and deliver speeches before general public.

(882)

123.1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

course in interviewing (or 1 mo. exp.); 100 hrs. training in volunteer recruitment, selection & placement (or 1 mo. exp.); 100 hrs. training in volunteer training & orientation (or 1 mo. exp.); or equivalent.