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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 60141**

**COMMUNITY SUPPORT COORDINATOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Community Support Coordinator may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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### Summary of Essential Duties

The primary purpose of the Community Support Coordinator position is to recruit and train volunteers for various programs, solicit donations for use by and for clients, foster parents, and adoptive parents, monitor the effectiveness of the volunteer programs, and attend meetings, conferences, workshops, and seminars.

#### Duties

Frequency: 65% +/- 30%

- I. Recruits and trains volunteers, foster parents, and adoptive parents for various volunteer programs.

Frequency: 15% +/- 5%

- II. Solicits donations for use by and for clients, foster parents, and adoptive parents (e.g., funds, goods and other gifts).

Frequency: 10% +/- 5%

- III. Monitors the effectiveness of the volunteer programs.

Frequency: 10% +/- 5%

- IV. Attends meetings, conferences, workshops and seminars.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
COMMUNITY SUPPORT COORDINATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Administrative practices; Training and development practices; Volunteer coordination; Volunteer recruitment and requirements; Writing (e.g., correspondence with Volunteers and community groups); Interviewing practices; Selection Practices of Volunteers; Orientation programs and tours for Volunteers; Public relations issues (e.g., news releases, T.V. and radio appearances); Public administration.	Oral communication; Public Speaking; Typing (e.g., press releases and correspondence with Volunteer or community groups); Organization.	Work with others; Give or exchange facts and information; Train new Volunteers; Perform orientation programs and tours for new Volunteers; Interact with officials (e.g., soliciting Volunteers or donations from community groups); Maintain accurate records of Volunteer information; Prepare news releases; Coordinate efforts of community groups or Agencies interested in providing Volunteer services; Outline requirements of Volunteers; Correspond with potential Volunteers by phone or letter; Determine number of Volunteers needed; Interview prospective Volunteers; Select Volunteers; Assign Volunteers according to interests, abilities and qualifications; Represent Volunteer programs on T.V. and radio; Perform various public relations duties.
<b>II</b>	Intermediate mathematical principles; Practices and procedures involving donations (e.g., record keeping, acknowledging receipt of goods, etc.); Administrative practices; Agency records regarding gifts and monetary contributions.	Organization; Oral communication (e.g., suggesting types of donations).	Perform intermediate mathematical principles; Give or exchange facts and information; Work with others; Solicit donations for use by and for residents (e.g., funds, goods and other gifts); Suggest types of donations; Accept and record gifts and monetary contributions; Pick up donations; Distribute monetary gifts and goods to needed areas; Acknowledge receipt of donations.
<b>III</b>	Volunteer program practices and procedures; Program development; Program evaluation; Policy development; Administrative practices.	Organization.	Monitor Volunteers' performance; Evaluate Volunteer program effectiveness; Revise Volunteer programs as needed; Participate in Volunteer policy development.
<b>IV</b>	Administrative practices; Seminar, workshop, and committee meeting procedures; Public speaking; Community education programs; Volunteer programs and services.	Oral communication; Public speaking; Organization.	Participate in seminars, workshops, and committee meetings; Gives speeches and/or presentations to local civic organizations; Participate in community education programs; Speak before groups to explain Agency programs in an attempt to stimulate interest in Volunteer programs; Work with others; Give or exchange fact and information regarding Volunteer programs.



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### **Minimum Qualifications**

- Completion of undergraduate major core coursework or two years experience in community services technology, public relations, business management, marketing or related field.
  
- Or one course or six months experience in volunteer programming, one course or six months experience in public relations, one course or six months experience in techniques of writing, one course or six months experience in business administration, and one course or six months experience in communication.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.