

Class Concept

Work in this class involves solicitation and coordination of volunteer community services. In residential settings, positions assist the volunteer services director in carrying out all aspects of a comprehensive volunteer services program, as well as having direct responsibility for specific components of the program. In local agencies, positions may coordinate a volunteer services program for limited program areas. Positions solicit community volunteers through public speaking engagements, tours, news media, and correspondence; orient volunteers to the program, population served, and work areas; and coordinate service resources with program needs. Considerable coordination and interaction with staff members and work supervisors are required in determining current volunteer needs, and in making volunteer assignments to specific work areas or services. Duties include the planning and coordination of staff-volunteer activities for special events. Work is performed under general supervision of a volunteer services director or program director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the characteristics of the population served.
- Working knowledge of community resources.
- Ability to establish rapport and work effectively with a variety of program disciplines and community organizations in order to coordinate and solicit volunteer services.
- Ability to effectively communicate in oral and written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution; or

High school or General Educational Development (GED) diploma and four years of work in volunteer services enabling the applicant to acquire the required knowledge, skills, and abilities.