

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Volunteer Coordinator
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to develop, coordinate and manage volunteer programs that promote community involvement. Employees in this classification are responsible for recruiting and retaining volunteers for various City Department assistance, City functions and special events. Objective is to promote collaboration of citizens with government personnel to improve community relations and build a productive partnership.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Identifies and recruits volunteers for various City operations, functions and special events.
- Interviews volunteer applicants for program placement; submits referrals to Department personnel.
- Collaborates with City staff to determine volunteer staffing needs; assists in the direction of volunteer services and activities.
- Develops, coordinates and implements various programs for effective volunteer services and opportunities.
- Develops, coordinates and implements various City functions, special events and activities.
- Develops, coordinates and administers recognition events and ceremonies to acknowledge the accomplishments of the volunteers.
- Conducts research and surveys to assess volunteer programs of other municipalities and agencies; gathers information and prepare reports, as necessary.
- Assists in the preparation and administration of volunteer program budgets.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; one (1) to two (2) years experience with recruitment and development of volunteer programs within a similar government agency preferred; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English, e.g., correspondence formats, spelling, punctuation and grammar.

Volunteer Coordinator

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and coordinate programs and events.

Ability to read, update and maintain various records and files.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Ability to effectively evaluate, place and lead a staff comprised of volunteers engaged in assisting with various departmental functions, special events and community programs.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.