

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Volunteer Coordinator
DEPARTMENT: Community Services
REPORTS TO: Director of Community Services

SALARY GRADE: 13
FLSA STATUS: Non-exempt
DATE: 03/2018

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Volunteer Coordinator's primary responsibilities are to identify, track and manage a corps of volunteers for the benefit of the City.

ESSENTIAL JOB FUNCTIONS:

Organizes, coordinates and manages the recruitment of volunteers for the City.

Through communication with staff, identify volunteer opportunities within the organization.

Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.

Create a volunteer application and application review process.

Increase public awareness of volunteering for the City.

Establish agency orientation, coordinates training and background check standards for volunteer positions.

Supervise all volunteers

Set-up a database to track volunteers, their interests and availability

Maintains updated records on all volunteers.

Sets up and attends volunteer meetings. Reports to staff on volunteer activities as needed.

Recommends and develops ongoing volunteer utilization.

Develops and implements a volunteer recognition program.

Prepare status reports as specified by the Director of Community Services

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile Mobile Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in social sciences, communication or related field;
Three years or more of successful work experience in this or a related field;

Or any equivalent combination of education and experience which meets the requirements of the duties and responsibilities.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Communication Proficiency

Volunteer Coordinator

Collaboration Skills

Leadership

Organizational Skills

Presentation Skills

Teamwork Orientation

Technical Capacity

Time Management

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.