

HUMAN SERVICES VOLUNTEER COORDINATOR

DEFINITION

Under general supervision of the Associate Director of Human Services, develop, coordinate and maintain a coordinated county-wide volunteer program including volunteer recruitment, selection, placement, orientation, training and performance evaluation. Development of the program will be done through the establishment of collaborative efforts with community partners such as businesses, schools and non-profit organizations; perform related duties consistent with the County's mission of developing county-wide volunteer programs.

EXAMPLES OF DUTIES

Coordinates discussions with local community partners regarding volunteer opportunities; facilitates the development of specific volunteer programs (e.g. mentoring, adopt-a-school, etc.) throughout Dane County with community partners; represents and coordinates Dane County response to county-wide volunteer efforts; collaborates with existing community volunteer recruitment programs to promote volunteer opportunities; assesses the need for volunteers; develops volunteer position descriptions; identifies volunteer recruitment resources, matches volunteer interests with agency needs; develops, and maintains a volunteer orientation manual. This position will have overall responsibility to coordinate volunteer efforts within Dane County government and promote opportunities for volunteerism to complement county efforts.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in human services, education, behavioral sciences or a related field and two years professional experience in a human services, education, environmental or other area related to the work of Dane County. Additional credit will be given when evaluating applicants for experience in either directly providing or having managed a volunteer program.

Knowledge, Skills and Abilities: Knowledge of community resources and needs; skill in organizing and coordinating people and projects; ability to communicate effectively in writing and orally to individuals and groups; ability to work as a team member with others to collaborate on community volunteer efforts.

Other Requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to motor vehicle transportation.