

VOLUNTEER SERVICES COORDINATOR

DEFINITION

Under general supervision of the Department, develops and maintains a coordinated volunteer program including volunteer recruitment, selection, placement, orientation/training and performance evaluation through a collaborative effort with departmental management, staff and clients as well as community organizations and groups; performs related duties as required.

EXAMPLES OF DUTIES

In cooperation with all departmental divisions, assesses needs for volunteers; develops volunteer position descriptions; identifies volunteer recruitment resources, assists staff in recruitment and selection including matching volunteer interests and knowledges/skills with agency needs; develop and maintain a volunteer orientation manual; develops and maintains direct contact with community groups/organizations to communicate volunteer opportunities.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in human services, behavioral sciences or related and two years professional experience in a human services, law enforcement, education or related area. Prefer experience in either directly providing or managing volunteer services.

Knowledges and Abilities: Knowledge of the dynamics of human interaction; knowledge of personnel management principles including recruitment and selection; knowledge of community resources and needs; ability to organize and coordinate people and projects; ability to effectively recruit, train and motivate volunteers; ability to communicate effectively in writing and orally to individuals and groups; ability to work cooperatively with others to integrate volunteer programs into ongoing agency and community organizational operations.

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