

VOLUNTEER SERVICES COORDINATOR (OFFICE OF EQUAL OPPORTUNITY)

DEFINITION

Under general supervision of the Director, promote volunteerism in cooperation with County departments and community organizations; provide a linkage to the broader goals of the office, such as: helping involve volunteers to achieve housing, employment and other opportunities for traditionally disadvantaged groups; and perform special projects as assigned.

EXAMPLES OF DUTIES

In cooperation with all departmental divisions, assess needs for volunteers; develop volunteer position descriptions; identify volunteer recruitment resources, assist staff in recruitment and selection including matching volunteer interests and knowledges/skills with agency needs; develop and maintain a volunteer orientation manual; and develop and maintain 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.

Knowledge, Skills 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.

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