

Specification for Class of

VOLUNTEER RESOURCE COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Plans, organizes, directs, and coordinates volunteer services and community resource programs in a state agency.

Typical Work

Assists in the planning and development of volunteer program and community resource goals;

Participates in determining the volunteer services and community resource needs of the office or institution; implements volunteer program; establishes standards, reviews performance, and recommends changes necessary to increase effectiveness;

Responsible for recruiting, screening, orienting, training, placing, evaluating, and recognizing volunteers and other community resources;

Trains and assists staff in their responsibility of supervising volunteers;

Represents volunteer programs, community resources, and the agency in meetings with representatives of other State and local agencies, communities, and citizen organizations, vendor groups, and the news media;

Encourages, receives, records, and acknowledges donations of materials and funds; informs and enlists support of community groups in carrying out projects;

Develops and maintains training resources and promotional material;

Makes statistical and other written reports on programs;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles and practices of program planning, coordination, and administration; volunteer services; community

resource programs; principles of individual and group behavior; management methods; program promotions; public relations; and educational techniques.

Ability to: plan, organize, and evaluate work; develop and maintain effective working relationships; explain agency program to community and inform staff of available community resources; interview, screen, train, supervise, and evaluate volunteers; speak and write clearly and effectively.

Minimum Qualifications

A Bachelor's degree.

AND

One year of paid or unpaid supervisory experience in a volunteer or community resource program or one year of social service experience.

A Master's degree in community organization, public or business administration, or closely allied field may be substituted for the required experience.

Additional qualifying experience may be substituted, year for year, for education.

New class: 9-24-74

Revised minimum qualifications: 10-6-75

Revised definition and title change (formerly Community Resource Coordinator 1): 12-9-88

Revised definition: 5-14-99