

POSITION DESCRIPTION

Class Title: Coordinator of Volunteers	Job Code:
Department: Town Administrator/Board of Selectmen	Grade Number: Unpaid
Date: 05/11/09	Union: Non
	Location: Town Hall

GENERAL PURPOSE

Recruits, trains, schedules and coordinates volunteers to provide services for departments within the Town.

SUPERVISION RECEIVED

Works under the general supervision of the Town Administrator.

SUPERVISION EXERCISED

Works with Department Managers to exercise supervision of volunteers assigned to various programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares brochures, pamphlets and press releases about volunteer opportunities and activities.

Develops network of organizations and individuals who may provide volunteer services.

Plans, organizes and implements new volunteer opportunities as needed.

Receives and screens requests for volunteers.

Recruits, interviews and oversees training of volunteers for appropriate service and/or project.

Plans, coordinates and implements events recognizing volunteer contributions.

PERIPHERAL DUTIES

Public presentations of program.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school;
- (B) Additional college or university course work in volunteerism preferred.
- (C) Equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of Human Services Programs;
- (B) Some knowledge of local, state and federal laws and regulations governing human services programs;
- (C) Ability to develop and maintain effective relationships with employees, program participants and the general public.

SPECIAL REQUIREMENTS

Valid Massachusetts State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, email and data base software; calculator; copy machine; telephone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

Employees are frequently required to assist clients as they walk and sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Nearly all work to be performed by this individual will be done out of their own home.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.