

Job Description

Job Title: Volunteer Coordinator I

Job Code: 900650

Job Family: Administration

Pay Grade: JC.14.14

FLSA: Non-Exempt

EEO: Office-Clerical

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Volunteer Coordinator I

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Collaborates with the department/agency to source and recruit volunteers through various techniques (databases, e-mail, social media etc.); interviews volunteer and ensures that they are appropriately matched with opportunities within their skillset and organization.
- Ensures proper orientation and training for new and existing volunteers to utilize their strengths and provides tools to help make them successful; maintains and updates material used for volunteer training.
- Keeps detailed records of volunteers information and assignments; ensures the purpose of the organization and its actions is clearly communicated.
- Produces schedules for everyday activities; and assigns responsibilities to the right people for special events; coordinates teams of volunteers for large-scale actions
- Creates community awareness for volunteerism through public speaking engagements, community and networking events; disseminates information for upcoming actions and events.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent. Two (2) years experience in the coordination and scheduling of people or events, to include organizational, administrative, and public speaking skills

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Human Services or related field and a Volunteer Administration certification is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Ability to communicate with people from diverse backgrounds and experiences.