



## CLASS SPECIFICATION

**Class Title:** Volunteer and Events Coordinator  
**Department:** Animal Care of Davis County  
**FLSA:** Non-Exempt

**Class Code:** 6668  
**Grade:** 14  
**Eff. Date:** 01/13/2020

### GENERAL PURPOSE

Under general guidance and supervision of the Animal Care Development Manager, this position oversees daily operations of the Animal Care of Davis County (ACDC) volunteer program including recruiting, training, and management of all volunteers. The position is also responsible for helping coordinate events and public appearances both inside and outside the shelter.

### EXAMPLE OF DUTIES

Coordinates and oversees daily operations of volunteer programs. Works with program management to develop program goals and plan activities.

Supervises volunteers, which includes recruiting, orienting, and training; prioritizes, assigns, and reviews work. Addresses performance and conduct issues as necessary. Develops volunteer job descriptions.

Attends offsite promotional events; assigns and supervises volunteers and staff at such events. Gives instructions and supervises staff in transportation of animals to events.

Works with and around a wide variety of animals and animal matter in enclosed areas. May perform kenneling of dogs and cats.

May supervise staff in the absence of managers.

Plans recognition events for individuals and service groups. Represents the County's volunteer program to the public and mass media as approved by department Director or Development Manager.

Creates and maintains volunteer files, schedules, attendance records, manual, SOP, reports, and correspondence. Ensures documentation and reports are provided within designated time frames. Maintains online volunteer management database and online volunteer presence.

Participates in the general social media plan of the department including Facebook posts and events, twitter feeds, department website and email marketing.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from high school (or equivalent), plus two (2) years of related full-time advanced clerical or administrative support experience; an acceptable combination of education and experience may be considered.

*Preference given for* related experience in animal services or volunteer programs.

**2. Special Qualifications:**

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

**3. Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:** volunteer development and management; general supervisory principles; customer service methods and techniques.

**Skill in:** operating standard office equipment, personal computer and applicable software applications.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** exercise sound judgment; apply critical thinking skills; perform multiple tasks simultaneously; effectively organize and prioritize assignments; meet deadlines; assign, supervise, and evaluate the work of volunteers; communicate with large audiences or one-on-one; follow written and oral instructions; communicate effectively, orally and in writing; establish and maintain effective working relationships with supervisors, other employees, volunteers and the general public.

**WORKING CONDITIONS**

Work in stressful conditions, work on weekends and holidays. Ability to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 50 pounds; work outdoors in varying temperatures and climates; work with animals of varying temperament in noisy conditions; work with cleaning materials; use strength and agility while working with active animals. Responsible for presenting a neat and professional appearance to the public at all times.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date: 1/13/2020  
Department Approval: Kevin Stuart  
HR Generalist Approval: Mindy Adams  
Classification Approval: Marina Brito