



CLASS SPECIFICATION

Class Title: RSVP Volunteer Coordinator
Department: Health – Senior Services

Class Code: 512
Eff Date: 3/12/14
Grade: 14

GENERAL PURPOSE

Under general supervision of the RSVP Project Manager, coordinates volunteer recruitment and training, and provides program support.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Coordinates volunteer recruitment, training, recognition and retention for the program. Provides program support assisting with volunteers, partner contracts and Memorandums of Understanding (MOU), and internal processes.

Interviews prospective volunteers and explains the range of opportunities; considers volunteers' interests and talents, and assigns them to suitable volunteer stations to provide meaningful experiences and useful services.

Maintains a complete file of program volunteer opportunities including job descriptions, necessary qualifications, required time commitments, and available training.

Processes the enrollment of volunteers following program and division procedures and applicable local, state and federal rules and regulations.

Publicizes volunteer opportunities using media presentations and local publications, making appearances at community organizations and events, posting announcements on bulletin boards, and using other viable forms of advertising.

Ensures volunteer files are current and information is updated as needed. Ensures accuracy of information and completion of required documentation based on federal guidelines.

Prepares and sends monthly reminders to volunteers regarding participation in program, and requests timesheets and mileage reimbursement forms.

Maintains relationships with community agencies; establishes new volunteer stations; assists with the MOU process and ensures accurate information is available for each volunteer station.

Works with RSVP Project Manager in developing project operating procedures to ensure

compliance with grant requirements.

Assists partner agencies in identifying goals and expectations.

Oversees collection, input and accuracy of data collection. Manages outcome data collection from partner agencies to meet grant reporting requirements.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school (or equivalent), plus two (2) years of directly related full-time employment; an acceptable combination of education and experience may be considered. Preference for training and/or experience working with volunteer programs and/or 55+ population.

2. Special Requirements:

Must pass a criminal history background investigation.

Must pass a Sex Offender Registry background check.

Must furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

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:

Working knowledge of: applicable federal regulations; marketing strategies and techniques; volunteer development and management; community organizations; general supervisory principles.

Skill in: using all applicable computer hardware and software programs/applications, including MS Word, Excel, PowerPoint, and Publisher; office equipment including a multi-line telephone, copier, fax machine, calculator, etc.

Ability to: exercise sound judgment; apply critical thinking skills; perform multiple tasks simultaneously; effectively organize and prioritize assignments,

and meet deadlines; make public presentations; effectively work with the public and with culturally diverse populations; receive and respond to complaints; efficiently use computer hardware and applicable software; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees and the general public.