**Job Descriptions**

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| **Class Title:** | VOLUNTEER SERVICES COORDINATOR  |
| **Bargaining Unit:** | Municipal Employees' Association |
| **Class Code:** | 0268  |
| **Salary:** | $23.90 - $29.60 Hourly$1,912.15 - $2,368.15 Biweekly$4,143.00 - $5,131.00 Monthly$49,716.00 - $61,572.00 Annually |
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| [**Description**](http://agency.governmentjobs.com/huntingtonbeach/default.cfm?action=viewclassspec&ClassSpecID=76678) [**Benefits**](http://agency.governmentjobs.com/huntingtonbeach/default.cfm?action=viewclassspec&ClassSpecID=76678&ViewBenefits=Yes) |
| **DUTIES SUMMARY**With general supervision, participates in the selection and training of volunteers and coordinates volunteer services for effective utilization of resources, furnishes administrative support in area of assignment, and performs other duties as required within the scope of the classification.**DISTINGUISHING CHARACTERISTICS**The Volunteer Services Coordinator is a single position job class with responsibility for effective utilization of volunteer and/or part-time staff resources. The Volunteer Services Coordinator oversees and trains volunteers and part-time employees for office support, seniors’ programs and the library. |
| **Examples of Essential Duties:**  |
| Interviews and screens prospective volunteers; assesses skills and interests; checks references; consults with staff and enters names in computer for tracking purposes. Provides orientation and training for new volunteers; assigns duties and responsibilities in regular assignments or special projects; tracks volunteers hours and commitment.Coordinates volunteer recognition events such as annual luncheon and other functions. Maintains a network of community resources including private and non-profit agencies, educational and training programs for recruitment purposes; writes reports and prepares promotional materials; maintains and reports statistical information. Provides administrative support for selection, evaluation and retention of part-time library staff; inputs and distributes payroll; drafts press releases, public service announcements and other promotional materials. Represents the library administration in coordinating the Friends of the Library including publicity, programs and fund-raising; oversees the donations program and performs related duties as assigned.The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed. |
| **Typical Qualifications:**  |
| Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:**Knowledge of:** City and departmental policies and procedures; supervisory techniques, and pertinent City rules and regulations related to staff relations and standard office practices; effective customer service/public relations methods and practices; standard office principles and procedures.**Ability to:** Plan programs, social functions and activities for volunteers to utilize public speaking skills in community presentations; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.**Education:** Associates Degree from an accredited college or university in Business, Human or Social Services or a related field. Possession of a Volunteer Management Certificate is preferred.**Experience:** A minimum of two (2) years of program management, fund-raising, public relations or related experience.**License:** Possession of a valid class "C" California driver's license by the time of appointment. |
| **Physical Task & Environmental Conditions:**  |
| Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects 10 to 20 pounds. Requires the ability to operate modern office equipment such as a computer, keyboard, calculators, copiers etc. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. |