VOLUNTEER COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and implement the operations of the Police Department's volunteer program; and to perform a variety of tasks relative to the program.

Supervision Received and Exercised:

Receives direction from an Assistant Police Chief or from other supervisory and management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Oversee and develop the volunteer program work plan; monitor volunteer work assignments and projects; review work product along with methods and procedures.

- Encourage participation in the volunteer program by providing information to the public; interact with local media and provide news releases, brochures, and other promotional information; interact with community organizations in recruitment of volunteers.

- Select, supervise, and evaluate work of volunteer staff in the Volunteer Office.

- Screen, interview, and recommend volunteer applicants; conduct volunteer orientation; provide or coordinate volunteer training; ensure proper placement of volunteers.

- Provide training, consultation, and problem solving for supervisors of volunteers; serve as a liaison between volunteers and supervisors of volunteers.

- Develop and implement goals and objectives along with policies and procedures for the volunteer program.

- Prepare performance reports on operations and activities; maintain records of hours worked by volunteers and other related statistical information.

- Prepare volunteer program budget; monitor and control program expenditures.

- Attend and participate in professional groups; committees; and meetings with department managers and supervisors.

- Develop and coordinate recognition activities and events for volunteers.

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full-time experience in volunteer program administration or coordination. Previous volunteer program administration / coordination experience with a municipality or public safety agency is highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, social sciences, or a related field.

Licenses/Certifications:

May require the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 232

FLSA: Exempt