

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1290

TITLE: VOLUNTEER SERVICES COORDINATOR I

GRADE: S-18

DEFINITION:

Under general supervision, performs entry-level coordination of volunteer services or to perform full-range coordination functions (job development, recruitment, selection, placement, training, recognition and evaluation) for volunteer programs which are limited in nature and scope, and performs related work as required.

ILLUSTRATIVE DUTIES:

Responds to requests for information from potential volunteers and from agencies interested in using volunteers;
Interfaces with volunteers and program staff to determine extent of program need for volunteers;
Formulates, recommends and implements plans for recruitment; conducts assessment interviews to determine appropriate placement based on interests, skills and abilities of volunteers;
Conducts campaigns, through speaking engagements or similar publicity efforts, to obtain volunteers or promote available volunteer services;
Oversees volunteer training, performance management, and recognition;
Acts as an agency representative to committees, task forces, community meetings;
Acts as a liaison between community, volunteers, and agency staff;
Collects information and prepares materials for distribution related to volunteer services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with associates and the public;
Ability to communicate effectively in oral and written form;
Ability to conduct effective presentations.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited college or university with a degree in social or behavioral sciences, liberal arts, education or personnel administration; plus some experience in volunteer activities, programs, etc..

REFORMATTED/REVISED: December 3, 2007
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