

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1292

TITLE: VOLUNTEER SERVICES PROGRAM MANAGER

GRADE: S-22

DEFINITION:

Under direction, manages volunteer services program(s); plans program(s); assures the provision of resources necessary for program operation; and evaluates program effectiveness in meeting goals and objectives; and performs related work as required.

ILLUSTRATIVE DUTIES:

Establishes and maintains liaisons with agency program managers to insure efficient and continued use of volunteers;

Directs the preparation of reports, budgets, position papers, legislative input and proposals;

Prepares and presents speeches to civic and community organizations to promote volunteerism;

Coordinates annual plan of training offerings for volunteers and develops in-service training materials including program-specific manuals and resource materials for diverse volunteer workforce;

Supervises full performance level Volunteer Services Coordinators and volunteer positions;

Participates as member of committee assigned task of exploring innovative volunteer programming and developing County volunteer service policies and standards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise both professional level staff and volunteers effectively;

Ability to develop, implement, and evaluate program goals and objectives;

Demonstrated interpersonal and organizational skills;

Effective oral and written communication skills, including effective presentation skills.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in social or behavioral sciences, liberal arts, education, or personnel administration; plus two years of professional volunteer services coordination experience, including recruitment, selection, and placement of volunteers.

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