

VOLUNTEER SERVICES COORDINATOR**Nature of Work**

Under general supervision, performs administrative work at the full-performance level, directing and planning a program of volunteer services at a state health care or rehabilitation facility. Recruits volunteers from the community through personal appearances and written communication. Provides orientation and placement of new volunteers and evaluates level of success of placement. Integrates volunteer services with existing medical and therapeutic programs, and keep records of volunteer hours worked. Performs related work as required.

Examples of Work

Recruits volunteers and promotes volunteer services program from the community and surrounding area through personal appearances and news releases.

Selects and trains volunteers; ensures effective placement of volunteers in recreational and therapeutic programs for patients/clients.

Records hours worked by volunteers or may oversee record keeping and payroll activities.

Composes news letters, news releases and other brief informative communications and makes public appearances to promote community awareness of the institution, its purpose and opportunities for volunteerism, and recruit new volunteers.

Knowledge, Skills and Abilities

Knowledge of methods used in developing a coordinated program of volunteer services.

Knowledge of community resources available for utilization by volunteer program.

Ability to integrate volunteer services with medical and therapeutic programs for patients/clients.

Ability to compose correspondence, newsletters and other brief informative pieces.

Ability to establish and maintain effective working relationships with volunteers, institution staff and community members.

Ability to speak before groups and prepare informational and promotional material.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university.

SUBSTITUTION Experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE One year of full-time or equivalent part-time paid or volunteer experience in a social service program or in volunteer group work.

Established: 7/16/92

Effective: 8/16/92