

VOLUNTEER SERVICES DIRECTOR I

DESCRIPTION OF WORK

Work in this class involves planning, organizing, directing, coordinating, and monitoring a total volunteer services program in a local agency or small institution/hospital where the volunteer services program in a local agency or small institution/hospital where the volunteer services programs provide services to virtually all program areas.

Employees are responsible for determining, through consultation with program staff, how and where volunteers can be used; developing jobs for volunteers; publicizing the program throughout the community; and developing contacts with other agencies, organizations, and advisory groups using volunteers. Duties include recruitment, selection, assignment, orientation, training, supervision, and recognition of volunteers. Work is performed under the general supervision of the agency/institution director and is evaluated through periodic reports and evaluation of volunteer program.

EXAMPLES OF DUTIES PERFORMED

Works with agency/institution staff in assessing and developing areas of work for volunteers and receives specific requests for volunteer services.

Seeks community involvement through a variety of methods of methods of publicity.

Maintains liaison with volunteer bureaus and other local agencies concerned with volunteers.

Interviews, selects, and assigns volunteers to particular tasks based on their qualifications; orients volunteers to the agency/institution setting.

Provides general supervision and develops means of recognition to ensure continued volunteer interest.

Keeps necessary records and makes regular reports to supervisor and the State office to ensure on-going evaluation of the programs.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Knowledge of the characteristics of the population served.

Knowledge of community resources.

Ability to develop and implement volunteer services programs and to evaluate those programs according to client/patient needs.

Ability to establish rapport and work effectively with a variety of program disciplines, community organizations, and the general public.

Ability to provide creative leadership, to establish priorities, and to make independent decisions.

Ability to communicate effectively in oral and written form.

Minimum Education and Experience

Graduation from a four-year college or university and two years of experience in human services programs including at least one year of experience in a volunteer services program in a hospital, mental institution, mental retardation center, or community program; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.