



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: COORDINATOR OF VOLUNTEERS

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0170

PAY RANGE CODE: [9.1 MC](#) REVISION DATE: 12/22/16

NATURE OF WORK:

This is administrative work in a city department involving recruiting, interviewing, and recommending the placement within the department of a staff of volunteers. An employee in this classification exercises considerable independence in the performance of duties and receives guidance on new or complex issues from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Promotes volunteer opportunities, recruits, provides applications to, and conducts interviews of prospective volunteers.

Coordinates and assigns activities to individual volunteers and volunteer groups/organizations. Works with staff to determine what projects need to be done. Ensures that all tools and equipment for projects are available, including scheduling and utilization of the VIP Trailer. Monitors volunteers to ensure the work assigned is appropriate and determines if additional volunteers are needed.

Arranges for the ordering and supply of materials and equipment to volunteers and interns.

Maintains volunteer and intern personnel files and documents, receives reports of time worked, and compiles periodic reports of their activities.

Plans and hosts functions to recognize the volunteers and interns for their contribution to the operation of the department.

Provides information to the appropriate personnel about future training requirements for the volunteers and interns.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of modern office organization and administration.

Knowledge of and ability to research methods used in the compilation of manuals, reports, and other documentation, and to administer surveys.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in composing reports, memoranda, and other documents.

Ability to administer a volunteer work program and coordinate day-to-day operations.

Ability to recruit an administrative staff of volunteers.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees, representatives from other organizations, the media, and the public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to bend, stand, walk, or sit from 51 to 75% of the time; and to reach, push, lift, or type up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Two (2) years of experience in office work in a professional office setting

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times an employee in this classification is required to travel away from the office, possibly during other than normal working hours.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Printer

Copier
Telephone

Facsimile Machine
Scanner

Previous Revision Date(s): 2/4/00
11/29/12