

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Volunteer Coordinator	<u>CLASS NUMBER:</u> 50107	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A11	<u>POSITION CONTROL #:</u> 071004
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM to 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (071001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Volunteer Coordinator classification is to maintain and coordinate the animal shelter’s volunteer program, which includes recruitment and training of volunteers. Assist with other related functions of the agency, as needed.

JOB DUTIES:

Oversee and coordinate the volunteer program and administer the volunteer training program which includes the development and maintenance of training materials, as directed. Recruit volunteers and assign duties based on the agency’s needs and the availability, interests and capabilities of the volunteers. Recruit volunteers in government agencies, the private sector, schools, animal groups, and all other available sources for the Volunteer Program. Maintain appropriate professional affiliations. Provide instructions in training and evaluating volunteers as directed.

Provide information and support as requested by the assistant director to help develop and maintain volunteer manual. Assess volunteer program for effectiveness by comparing to similar organizations. Maintain volunteer records in shelter buddy including updating addresses, telephone numbers and e-mail contact information, volunteer abilities, hours, and all other pertinent information. Create reports, rosters, and contact lists from shelter buddy to monitor success and facilitate communication to foster development of volunteers. Coordinate volunteer communications and recognition programs. Plan and lead regular volunteer meetings. Plan, schedule, and coordinate volunteer appreciation events. Ensure regular contact with volunteers.

Provide presentations to various schools, community groups and outside agencies about agency operations. Conduct tours of the shelter, as directed. Interact with various media groups to communicate information as directed. Coordinate pick-ups and/or arrange pick-up donations of newspaper, materials, and supplies. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; public relations; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before an audience and the general public; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries; handle sensitive inquiries from public or private officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in business, human resources or related field with two (2) years of related experience; or any equivalent combination of training or experience.

Additional Requirements

Required to maintain a valid Ohio driver’s license.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of volunteers. Ability to provide instruction to volunteers. Ability to recommend the discharge of volunteers.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date