

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

<u>CLASSIFICATION TITLE:</u> Volunteer Analyst	<u>CLASS NUMBER:</u> 50103.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Justice Policy and Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N6	<u>POSITION CONTROL #:</u> 131009
<u>POSITION LOCATION:</u> 373 S. High St., 25th Fl Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM to 5:00 PM	<u>SUPERVISOR (PCN):</u> Volunteer Administrator (131008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Volunteer Analyst classification is to serve as the primary point of contact for members of the public who are interested in volunteering with CASA and to grow the program.

JOB DUTIES:

Respond to field inquires from the public about volunteering with CASA. Conduct volunteer applicant interviews to assess compatibility with the organization’s mission and CASA’s role. Guide individuals through the application process in person, over the phone or through email. Assist the volunteer administrator in the development, coordination, and delivery of New Volunteer / Pre-Service Training, volunteer continuing education and in-service training. Gather feedback from the staff and volunteers in order to identify successful outreach strategies. Schedule and conduct community outreach presentations. Maintain and cultivate new relationships with collaborative partners. Co-coordinate recruitment events. Create, coordinate and implement volunteer recognition activities with the volunteer administrator.

Attend meetings, trainings, workshops and recruitment events as required. Represent the agency at community events and presentations as directed. 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; human relations (child abuse, neglect, drug & alcohol dependency, domestic violence, and mental health issues); 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:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in management, project management, volunteer management, recruitment or related field with two (2) years of related experience.

Additional Requirements

Must maintain a valid Ohio driver’s license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This position requires periodic evening and weekend hours.

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