

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

<u>CLASSIFICATION TITLE:</u> Volunteer Specialist	<u>CLASS NUMBER:</u> 10201.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Justice Policy & Programs	<u>JOB TYPE:</u> Part-Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N5	<u>POSITION CONTROL #:</u> 131010
<u>POSITION LOCATION:</u> 373 S High St, 25 th Fl, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 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 Specialist classification is to provide administrative and clerical support to the CASA team for a wide range of volunteer centered processes and activities.

JOB DUTIES:

Answer and direct incoming calls and record/relay messages. Follow up on general volunteer inquiries in a timely manner and assist assigned staff, and clients as needed. Update the volunteer database with demographic and case preference information as appropriate. Receive and distribute mail, records, and other documentation from volunteers. Develop monthly calendar, retrieve court dockets, check daily dockets against monthly calendar and inform attorneys of changes, including assignment of re-opened cases. Assist with the assignment of re-opened cases to attorneys in order of rotation. Monitor daily preliminary screenings and pending closed cases. Facilitate the process of moving closed cases to offsite storage to include document destruction as appropriate.

Assemble volunteer recruitment and case assignment packets. Prepare training manuals and make copies as needed. Type, prepare, and proofread Children Services and GAL related correspondence and contact volunteers regarding court dates. Create, maintain, submit, and distribute volunteer related monthly reports, spreadsheets, forms, and other documentation. Maintain the filing and maintenance of volunteer files. Coordinate food and meal requirements for trainings and assist with special recognition events.

Assist the volunteer administrator with screening to include, background checks, interviews, references, and follow-ups as needed. Catalog checked out materials from the CASA Resource Library. Attend meetings, trainings, and workshops as needed to enhance job and knowledge skills. Participate as a presenter for selected topics. Provide assistance to coworkers to maintain standards of operation. 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 public relations; human relations (child abuse, neglect, drug & alcohol dependency, domestic violence, and mental health issues); office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; screen mail; originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with one (1) year of office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

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