

## **Part-Time Volunteer Coordinator for Social Services (Grant Funded)**

Salary: \$15.00/ hour

Part time up to 20 hours per month

**Open until filled**

FLSA Status: Non-Exempt

### **General Definition of Work**

Performs administrative work coordinating the Dinwiddie Social Services Volunteer program, to include recruitment, training, and providing support to volunteers. Work is performed under the supervision of the Director of Social Services.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions.*

### **Essential Functions**

- Plans, organizes and oversees the activities of volunteer personnel; Organizes and directs special projects;
- Makes presentations to community groups, boards and commissions;
- Assesses community needs and develop community resources for meeting those needs;
- Reviews and recommends revision of agency or community programs to meet changing client and community needs;
- Works cooperatively with other employees, clients, agencies, and the public;
- Assesses and identifies needs, resources and community trends; Coordinates with clients, colleagues, community and other agencies to improve program and outreach service delivery; and
- Functions effectively as a team member;

### **Knowledge, Skills and Abilities**

Working knowledge of: project management processes and techniques; local service agencies and organizations and departmental programs and activities; program management and development; Skill in: operating a computer to enter, retrieve or modify data; Demonstrated ability to: communicate effectively both orally and in writing; gather and interpret data, reach logical conclusions and present findings and recommendations; assess program and staff needs; plan, coordinate and evaluate program activities; train, advise, direct and evaluate others on the program requirements; maintain effective working relationships with others; and apply regulations and procedures; conduct effective training; public speaking; interact professionally with a diverse group of people; produce meaningful, clear, and concise documents with the proper grammar and usage; organize and prepare statistical records; perform mathematical calculations; and read understand, and interpret program/technical reports and related materials.

### **Education and Experience**

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the position functions.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

None