

VOLUNTEER COORDINATOR**SUMMARY:**

Under limited supervision performs various functions managing, facilitating, coordinating, and monitoring Volunteers to ensure assigned program's success. May perform other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Coordinates with appropriate City personnel for training of volunteers.
2. Responsible for program coordination, raising public awareness about training opportunities, recruiting, screening, and placing volunteers. May also be responsible for grant administration.
3. Tracks and maintains records.
4. Provides public information.
5. Provides leadership to volunteers.
6. Monitors and reports program effectiveness.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer programs and various software applications.
- Knowledge of organizational structures, functions, and operations of City government.
- Knowledge of the principles and practices of program management.
- Knowledge of principles and practices of grant and public administration.
- Knowledge of the principles and practices of community and volunteer organizations.
- Skill in developing and organizing volunteer organizations.
- Skill in operating standard office equipment including a personal computer and related software.
- Skills in customer service, human relations and communications.
- Skill in developing and maintaining effective relations.
- Skill in presenting research findings, statistical data, and recommendations clearly and concisely, both verbally and in writing.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize and determine priorities.
- Ability to plan and assign the work of others.
- Ability to establish and maintain cooperative working relationships with the general public, promoters, sponsors, city staff and other community groups.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job the employee is frequently required to sit, talk or hear, grasp, reach with hands and arms, and use hands and/or fingers, handle, operate objects, tools, and controls. The employee is occasionally required to walk, stand, climb or balance, stoop, kneel, stand, push, pull and lift and/or move objects of up to 10 pounds, and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three (3) years work experience in Program Management, Administration, Community/Public Relations or any equivalent combination of training and experience. A valid Florida driver's license is required.