

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VOLUNTEER SERVICES COORDINATOR I

POSITION CODE: 48481
Effective: 1-16-72

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs professional functions assisting in the administration of a volunteer services program at a facility or in an assigned geographic area; assists in performing services necessary to developing an informed citizenry in the various locales through cooperation with various community organizations and civic leaders for the purpose of inspiring active participation in the volunteer services program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in interpreting to facility heads and staff personnel the concept and potentials for utilizing volunteer resources, identifying the need for volunteers, and utilizing and implementing these services.
2. Assists in working with community leaders in identifying and utilizing volunteer resources, and developing a community understanding of the need for volunteers; assists in establishing and maintaining continuous working relationships with community leaders for the purpose of education and improved understanding of the volunteer services program.
3. Participates in recruiting, interviewing and selecting volunteer applicants; assists in planning and coordinating the orientation and placement of applicants.
4. Assists staff supervising volunteers in their responsibilities in relation to evaluating volunteer work performance, transfer, resignation forms of recognition for services.
6. Writes job descriptions for each volunteer assignment; maintains necessary records, reports, schedules and other administrative aids.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

VOLUNTEER SERVICES COORDINATOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in the behavioral sciences.

Requires six months professional experience volunteer services program management, community organization or social science, or completion of the six months training course.

Knowledges, Skills and Abilities

Requires working knowledge of principles and procedures in the development and utilization of community services in a volunteer services program.

Requires working knowledge of methods of supervision, organization and administration.

Requires working knowledge of the principles and practices of personnel management and the learning process as they relate to the recruitment, selection, placement, training, and retention of volunteers.

Requires ability to participate in planning and organizing programs for utilizing volunteer workers.

Requires ability to carry out an informational program for securing public support of volunteer services.

Requires ability to provide effective leadership to, establish and maintain effective working relationships with staff personnel, community leaders, and the general public.

Requires ability to present ideas accurately and effectively, orally and in writing.