

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	VIS017
Position Title	AmeriCorps Volunteer - Volunteer Coordinator; (Working Image) Community Support Services
Division	Community Support Services
Unit	
Overview	Coordinate meaningful volunteer opportunities for local citizens that support OlyCAP programs.
Job Responsibilities	<ol style="list-style-type: none"> 1. Recruit, train, schedule, coordinate and support volunteers with a focus on the Working Image program, 2. Maintains effective communication with volunteers, 3. Coordinate the placement and activities of volunteers, 4. Coordinate volunteer recognition program, 5. Review and critique existing OlyCAP volunteer policies, procedures and guidelines, 6. Determine volunteer interest and skill set, 7. Develop, as directed, volunteer job descriptions, 8. Develop volunteer recruitment and retention strategies, 9. Screen and identify program eligibility and available resources, 10. Maintain volunteer tracking log, 11. Schedule volunteer orientation with the OlyCAP Human Resources Department, 12. Enter volunteer data into OlyCAP database system, 13. Make presentations and/or coordinate volunteers to make presentations to community groups and service organizations, 14. Serve as OlyCAP representative to pertinent partnerships, 15. Attend job-related meetings as assigned, 16. Provide liaison support to Working Image Advisory Committee 17. Coordinate with OlyCAP's Retired Senior Volunteer Program, 18. Other program duties as assigned.

Qualifications	<ol style="list-style-type: none"> 1. Demonstrated leadership skills 2. Demonstrated ability in working with people from varying backgrounds, 3. Highly motivated and willing to participate in program activities and interact effectively with others. 4. Ability to work well with a team as well as independently. 5. Ability to coordinate and track the delivery of direct service. 6. Well-developed interpersonal and communications skills 7. Knowledge of MS office software and basic data entry skills 8. Excellent time management skills 9. Possess a valid Washington state driver's license and reliable transportation, 10. Possess an insurable driving record, 11. Possess and maintain current auto insurance, 12. Successfully pass a required criminal history background check, 13. Ability to travel within/outside service area. 14. Stamina to function effectively. 15. Ability to handle stress and work effectively under pressure
Physical Requirements	<ol style="list-style-type: none"> 1. Experience in volunteer recruitment, training, scheduling, coordination and support. 2. BA degree in social services, education or related field. ... (Note: Experience may substitute for some of the education requirement; depending on the nature and duration of the experience)
Special Requirements	
Supervisory Responsibilities	
Number of Staff Supervised	0
Position Supervisor	CSS Operations Manager
Job Location	J06 - PT - 803 W Park Ave
Salary Grade Range	\$513 every 2 weeks, \$5,350 Education award, Health Insurance, Vacation, Medical Leave
Work Schedule	40 hours/week for 11 months
Position Assignment	Temporary
Job Category	
EEOC Code	
Labor & Industries Code	
Standard Occupational Classification (SOC) Code	
FLSA	Non-Exempt
Date Last Modified	

Employee Position Requirements	
Physical Exam	No
TB Test	No
Hepatitis B / Waiver	No
DSHS Criminal Check	
Food Handler Permit	No
Child Abuse Prev Training	No
Bloodborne Training	No
CPR Adult	No
CPR Infant/Child/Adult	No
First Aid	No
Tetanus Vaccination	No
Washington State Patrol Background Check	Yes
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	