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**NASSAU COUNTY**

**Title : COORDINATOR, VOLUNTEER  
SERVICES**

**SCHOOL DISTRICTS**

**Code: 210115 LPP**

**CLASS SPECIFICATION**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Directs and administers a volunteer services program for a public agency or institution; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require recruiting, planning, organizing and directing the activities of volunteers assigned to public agencies or institutions.

**TYPICAL DUTIES**

1. Develops and maintains community interest in the volunteer services and promotes program to community organizations and agencies.
2. Evaluates institutional or agency needs which can best be served by volunteer services.
3. Recruits, interviews and trains volunteers.
4. Supervises and assigns volunteers on the basis of abilities and agency or institutional needs.
5. Attends conferences regarding volunteer services programs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of institutional or agency functions which may utilize volunteer services.
2. Ability to evaluate needs for volunteer service and to develop volunteer services program.
3. Ability to recruit, organize, train and direct a staff of volunteers.
4. Ability to speak effectively and to develop and maintain good public relations with the community.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Bachelor's degree from a regionally accredited college or university;  
and  
Two years of satisfactory full-time paid, responsible, professional experience in a public or private social, health, rehabilitation service, or organized volunteer services program;  
or
2. Satisfactory equivalent combination of training and experience.

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