



## **PROGRAM COORDINATOR -- VOLUNTEERS**

### **JOB DESCRIPTION**

#### **DEFINITION**

This position is responsible for planning, organizing and promoting a Citywide volunteer corps to support a wide range of volunteer opportunities in the City of Mill Valley. Mill Valley has a significant history of an active citizen corps who volunteers their time and resources for the benefit of the City and the community as a whole.

#### **SUPERVISION EXERCISED AND RECEIVED**

The Volunteer Coordinator reports directly to the Superintendent of Recreation and Community Services within the Recreation Department. The Volunteer Coordinator will provide direction and support to volunteers in program.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Organize, coordinate and manage the recruitment of volunteers for the City and its partners and develop a network of volunteers available to support City departments, events and initiatives, and community-focused philanthropic entities.
- Provide direction, information and resources for those seeking volunteer opportunities with the City of Mill Valley and within City limits including but not limited to individuals, community groups, civic, social and local organizations, neighborhood associations and local businesses.
- Primary objective of position is to create a viable network of volunteers and volunteer opportunities and serve as the City's volunteer ombudsman to ensure optimum response for assistance, as well as champion new avenues for community outreach.
- Serve as primary contact and facilitator for volunteers in search of opportunities and provide support and guidance.
- Provide ongoing project management in support of City projects and partnerships.
- Provide ongoing management and support to match skills, experiences and expectations of volunteers to available opportunities to ensure successful outcomes.

- Assist in the application of City-wide donation policies and protocols including development of web-based platforms for philanthropic giving and volunteering.
- Pursue possible grant opportunities to facilitate volunteer programs.
- Provide volunteer orientation and training.
- Maintain statistical records and activity reports on volunteer participation in community.
- Develop and implement a volunteer recognition program and newsletter.
- Respond to inquiries from members of the public.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### Knowledge of:

- Program development, community outreach and ongoing program management
- Organizational and collaboration skills in leadership roles
- Principles of marketing and public relations
- Principles and best practices of volunteer recruitment and management
- Project management (ability to plan, schedule, and manage projects and special events).

### Ability to:

- Communicate effectively verbally and in writing (email, social media, print media, etc.)
- Professionally represent the City of Mill Valley to the larger community
- Be an effective self-starter with excellent problem-solving skills
- Work independently with minimal supervision
- Work evenings and weekends as required and as job duties demand.

### Education and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Four (4) years or more of increasingly responsible professional experience with proven performance in field.
- Bachelor's degree in communications, public administration, social services or related field(s) from an accredited educational institution.
- Possession of a valid California Class C driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed in both indoor and outdoor settings. Frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations is required.

**OTHER**

FLSA Stats: Non-exempt

Bargaining Unit: N/A

Approved by:

Date: