

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Volunteer Coordinator

**SERIES NO.:**

6557

**MAJOR AGENCIES:** Mental Health, Mental  
Retardation & Developmental Disabilities

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the volunteer coordinator occupation is to plan, implement & monitor volunteer service program, recruit volunteers & solicit services & contributions in order to further the well-being, comfort or morale of clients/consumers.

At the entry level, incumbents assist in recruitment of volunteers & perform clerical & office support tasks. At the second level, incumbents plan, implement & coordinate volunteer program at assigned facility/developmental center.

**CLASS TITLE:**

Volunteer Coordinator 1

**CLASS NUMBER:**

65571

**EFFECTIVE DATE:**

06/23/1996

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of public relations & volunteer work in order to assist higher-level volunteer coordinator by recruiting, training & overseeing individual & group volunteers & perform clerical & office support tasks.

**CLASS TITLE:**

Volunteer Coordinator 2

**CLASS NUMBER:**

65572

**EFFECTIVE DATE:**

06/23/1996

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of public relations & utilization of volunteer services in order to plan, coordinate & implement volunteer service program for assigned institution/developmental center (i.e., only one position per facility/developmental center).

<b>CLASS TITLE:</b> Volunteer Coordinator 1	<b>CLASS NUMBER:</b> 65571	<b>BARGAINING UNIT:</b> 12
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**EFFECTIVE DATE:**  
06/23/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Solicits & interviews prospective volunteers & schedules volunteers to area/activity most suitable to their skills & facility needs, schedules &/or conducts tours of facility for volunteers, & assists facility staff in training, trains/provides orientation, evaluates & oversees volunteers in assigned areas when necessary.

Performs variety of office support & clerical tasks (e.g., composes, edits, types & distributes monthly volunteer & recreational calendars, trip notices, sign-up sheets, transportation schedules & newsletters; composes thank-you notes for donations; answers office telephone; logs volunteer hours & monies spent from budget; assists in developing job descriptions for volunteers; prepares purchase orders/requisitions; obtains price quotes; maintains inventory of activity equipment; prepares required reports).

Accepts, records & distributes donations.

Attends meetings in absence of higher-level volunteer coordinator; assists in planning & coordinating volunteer recognition program; assists in planning goals, objectives & policy/procedure development for volunteer program; attends meetings, seminars & workshops; participates on committees; oversees client/consumer recreational activity when assigned; coordinates off-site/ special activity as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; volunteer project/program management\*; interviewing; methods or techniques for utilization of volunteer services\*. Skill in operation of typewriter/personal computer\*. Ability to gather, collate & classify information about data, people or things; deal with variety of variables in somewhat unfamiliar context; conduct routine interviews; prepare & maintain required forms, records & reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in public relations; 1 course or 3 mos. exp. in interviewing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work holidays, evenings or weekends.

<b>CLASS TITLE:</b> Volunteer Coordinator 2	<b>CLASS NUMBER:</b> 65572	<b>BARGAINING UNIT:</b> 12
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**EFFECTIVE DATE:**

06/23/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assesses facility/developmental center volunteer needs, plans, implements & coordinates volunteer services program for institution/ developmental center, develops program goals, policies & procedures & volunteer job descriptions, prepares & monitors budget, evaluates program effectiveness & completes quarterly reports of program activities.

Promotes volunteer service program through variety of public relations activities (e.g., television & radio appearances; prepares & issues brochures; speaking engagements; tours of institution/developmental center).

Recruits, arranges training/trains & assigns volunteers to area based on background & qualifications & facility need; monitors & evaluates volunteer performance; plans recognition program for volunteers.

Solicits funds, admissions, goods & other donations from community members, merchants/businesses & organizations; receives, records & distributes donations; acknowledges receipt of goods/services.

Attends meetings, workshops & conferences; chairs/participates on various committees/special projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; methods or techniques for utilization of volunteer services; interviewing; volunteer project/program management; employee training & development\*; public speaking; budgeting\*; speech writing\*. Skill in operation of typewriter/personal computer\*. Ability to gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; prepare & deliver speeches for specialized audiences or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in methods/techniques for utilization of volunteer services; 3 mos. trg. or 3 mos. exp. in project/program management; 1 course or 3 mos. exp. in interviewing; 1 course or 3 mos. exp. in speech/public speaking.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work holidays, evenings or weekends.