

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT JOB DESCRIPTION

Coordinator of Volunteers

The Part-Time Coordinator of Volunteers facilitates effective use of volunteer resources within the area to meet the needs of both the volunteer and all departments within the Champaign County Forest Preserve District. The duties of this position include recruiting, training, supervising, and recognizing District volunteers. Some of these duties may be shared with other District staff.

The Part-Time Coordinator of Volunteers is responsible for performing the duties as outlined in this analysis. The position is part-time. Hours will include evening and weekend work.

QUALIFICATIONS:

Bachelor's degree in psychology, social work, park and recreation, public or business administration or a related field preferred. Under unusual circumstances, extensive direct experience may be substituted for all or part of the educational requirement. Two years experience in a like position with similar duties and responsibilities are required. Excellent oral and written communication skills essential. Previous work experience in volunteer management is desirable. Candidate must demonstrate good safety awareness and judgement. A valid Illinois driver's license is required.

IMMEDIATE SUPERVISOR:

The Part-Time Coordinator of Volunteers is under the direct supervision of the Human Resources Assistant/Risk Management Coordinator.

WORK FUNCTIONS:

1. Set goals and objectives and develop volunteer policies and services that fit the needs of the Champaign County Forest Preserve District. These goals/objectives will be developed annually with District/Department needs.
2. Recruit, interview, place, evaluate and recognize volunteers.
3. Serve as liaison between staff and volunteers in order to determine departmental volunteer needs and services.
4. Work with department supervisors to determine guidelines, needs and trainings for volunteers. .
5. Develop and maintain data base for applicable records.
6. Utilize appropriate communication channels, including written and spoken word, articles in District newsletters and meetings for paid and unpaid staff to improve working relationships.
7. Develop and maintain direct contact with various public groups in an effort to stimulate volunteerism and support. This may entail representation of the District at various meetings.
8. Handle administrative functions of the Master Naturalist Program including filling a voting partnership seat on the Naturalist Board. With this seat, attendance at Master Naturalist meetings is mandatory.
9. Seek out and incorporate businesses and corporations who allot volunteer hours to employees.
10. Make annual budget recommendations as requested and adhere to financial controls.
11. Make routine purchases with the approval of the Human Resources/Risk Management Coordinator.
12. Prepare estimates of labor, material and equipment needs upon request.
13. Be familiar with work in compliance with District rules and regulations, personnel policies and administrative orders as issued.
14. Ability to represent the District in a professional manner. Enforce District rules of conduct and inform appropriate authority if patrons, employees or volunteers are endangered.
15. Follows all safety procedures that pertain to the duties performed. Support all aspects of the Forest Preserve District's safety program.
16. Perform and document safety orientation for volunteers when applicable.
17. Prepare reports concerning departmental activities as directed.
18. Must dress appropriately while on duty.
19. Make sure the necessary safety equipment and protection devices for each job are available, used, and maintained properly. Wear required personal protective equipment when working in hazardous operations or areas.
20. May require the lifting and carrying of volunteer objects including chairs, tables, shovels, seed, filled trash bags and other items.

WORK FUNCTIONS (CONT.)

21. Maintain proper safety standards and precautionary measures.
22. Plan, with the input from other departments, an annual recognition event for District volunteers.
23. Performs other duties as assigned which are reasonably related to the duties described, or which need to be performed promptly to avoid safety hazards or to protect District property, or which are not generally described in other job descriptions, or when the amount of work exceeds the availability of District employees within the appropriate job classification.

MARGINAL FUNCTIONS:

1. Attend meetings of the Board of Commissioners, Board subcommittees, and public committees as required to further the purpose of the Forest Preserve District.
2. Assist in the District's responsibilities of compliance with ADA.
3. Interest in continuing education through workshops, seminars and other educational programs.

KNOWLEDGE AND ABILITIES

1. Must possess good problem solving ability and good judgment in keeping with the mission of the District.
2. Must use good safety awareness and judgment.
3. Must be able to supervise others.
4. May need to respond to emergencies.

WORK CONDITIONS

1. May work around general population in public areas.
2. Must have the ability to deal with people under stressful situations.
3. May need to resolve differences between staff/volunteers.
4. Worker performs work on computer. These conditions include repetitive wrist and hand motion, blurred vision, fatigue, irritated eyes and headaches. These conditions include lighting, work surface height, work area and seating.
5. Prolonged standing during busy months could affect some individual's blood pressure. Supervisor may need to respond quickly and accurately.
6. Worker may be exposed to odors from cleaning supplies.
7. Worker may be required to work during various weather conditions, including extreme heat, cold, rain, snow and ice.
8. Worker performs activities indoors. Indoor environmental conditions will include lighting and temperature.