

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Volunteer Coordinator	<b>GRADE:</b>	00
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO:</b>	9860
<b>DIVISION:</b>	Arboretum/Botanical Garden	<b>DATE:</b>	5/6/2014
<b>REPORTS TO:</b>	Supv, Arboretum/Botanical Garden	<b>FLSA STATUS:</b>	N
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> <input checked="" type="checkbox"/> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 515

**REPLACES: Volunteer Coordinator**

**DATE: 7/2006**

---

**JOB SUMMARY STATEMENT:**

Recruits volunteers for the Overland Park Arboretum & Botanical Gardens maintenance and activities. Provides initial training and orientation. Maintains computer databases. Provides reports to management. Develops methods of recognition for volunteers for their support. Maintains Volunteer Handbook.

---

**DUTIES AND RESPONSIBILITIES:**

1. Recruits volunteers for Overland Park Arboretum & Botanical Gardens Volunteer Program. Advertises through ranks of existing volunteers, local newspapers, and online services.
2. Coordinates initial training and orientation to new volunteers, as well as training specific to volunteer duty.
3. Maintains computer databases. Provides reports to management. Analyzes raw data and determines type of database needed. Enters and maintains data and system.
4. Develops method of recognizing volunteers' efforts.
5. Maintains Volunteer Handbook. Reviews existing procedures, examines new rules and regulations, makes and implements necessary changes.
6. Performs general office duties: answers phone, types, files, operates copier and fax machine, etc.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

**Title:** Volunteer Coordinator  
**Cost Center:** 515  
**Date:** 5/6/2014  
**Page:** 2

---

## GENERAL QUALIFICATIONS

---

### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent. Possession of an appropriate valid driver's license required. Must maintain an insurable driving record.

### **EXPERIENCE:**

Two to three years of experience in clerical/office with computer use, management, and training experience, or an equivalent level of experience.

### **SKILLS:**

1. Manual dexterity
2. Interpersonal skills
3. Ability to train and guide others
4. Ability to communicate with all levels of management and all types of people.
5. Written and oral communication skills
6. Computer software, especially spreadsheet/database creation and maintenance
7. Supervisory skills, as they relate to volunteers, including delegation of duties

### **MENTAL REQUIREMENTS:**

1. Ability to follow oral and written instructions
2. Ability to interpret program guidelines and volunteer handbook
3. Organizational skills
4. Diplomacy and judgment
5. Ability to recognize and protect confidential information
6. Attention to detail
7. Ability to work in a hectic environment with many interruptions.
8. Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.

### **PHYSICAL REQUIREMENTS:**

1. Ability to type
2. Ability to take and make phone calls
3. Ability to walk throughout Arboretum & Botanical Gardens
4. Ability to withstand exposure to extreme temperatures.

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**