

# CITY OF OVERLAND PARK POSITION DESCRIPTION

**TITLE:** Volunteer Coordinator                    **GRADE:** 00  
**DEPARTMENT:** Recreation Services                **JOB NO:** 9860  
**DIVISION:** Golf Courses/Farmstead                **DATE:** 01/2011  
**REPORTS TO:** Public Programs Supervisor        **FLSA STATUS:** N  
**FULL-TIME:** \_\_\_\_\_ **PART-TIME:**  **TEMPORARY:** \_\_\_\_\_ **COST CENTER:** 531

**REPLACES:** Volunteer Coordinator                **DATE:** 12/01/07

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**JOB SUMMARY STATEMENT:**

Recruits volunteers for the Deanna Rose Children's Farmstead 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. Supervises Volunteer Assistant.

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**DUTIES AND RESPONSIBILITIES:**

1. Recruits volunteers for Overland Park Deanna Rose Children's Farmstead Volunteer Program. Advertises through ranks of existing volunteers, local newspaper, and local major corporations (for retirees).
2. Coordinates initial training and orientation to new volunteers. Conducts initial walk through of duties.
3. Maintains computer databases. Provides reports to management. 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.**

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## **GENERAL QUALIFICATIONS**

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

Basic education (high school) or additional equivalent experience  
Possession of an appropriate, valid driver's license  
Must maintain an insurable driving record

### **EXPERIENCE:**

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

### **SKILLS:**

1. Manual dexterity
2. Good oral and written communication skills
3. Working knowledge of various computer software applications
4. Interpersonal skills
5. Ability to train and guide others
6. Ability to communicate with all levels of management and all types of people.

### **MENTAL REQUIREMENTS:**

1. Ability to follow oral and written instructions
2. Ability to recognize and protect confidential information
3. Ability to interpret program guidelines and volunteer handbook
4. Organizational skills

### **PHYSICAL REQUIREMENTS:**

1. Ability to operate a city vehicle
2. Ability to make and receive phone calls
3. Ability to operate office equipment such as copier, fax machine, typewriter and personal computer
4. Ability to walk throughout Deanna Rose Children's Farmstead

### **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.**