

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Volunteer Coordinator Assistant
DEPARTMENT: Recreation Services
DIVISION: Golf Courses/Farmstead
REPORTS TO: Public Programs Supervisor
FULL-TIME: _____ **PART-TIME:** _____ **TEMPORARY:** X

GRADE: NE/00
JOB NO: 9865
DATE: 01/2011
FLSA STATUS: Nonexempt
COST CENTER: 531

REPLACES: New

DATE:

JOB SUMMARY STATEMENT:

Assists Volunteer Coordinator in recruiting volunteers for the Deanna Rose Children's Farmstead. Assists with initial and on-going training and volunteer orientation. Assists with tracking of volunteer hours and other administrative duties. Assumes Volunteer Coordinator's position in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Assists Volunteer Coordinator in recruiting 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. Assists with volunteer training and orientation.
3. Assists with tracking volunteer hours and maintaining computer databases.
4. Works in volunteer positions when needed.
5. Assists in developing methods of recognizing volunteers' efforts.
6. Assists Public Programs Supervisor during all Farmstead Special Events.
7. Performs general office duties: answers phone, types, files, operates copier and fax machine, etc.
8. Performs other duties as assigned.
9. 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 which interaction is required to accomplish work and employer goals.
10. 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 Assistant
Cost Center: 531
Date: 01/2011
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

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

EXPERIENCE:

This is an entry-level position. No previous experience is required. One year of experience in clerical/office with computer use is beneficial.

SKILLS:

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

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
5. Ability to greet and assist the general public

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.