



Grand Traverse County, MI Job Description

Volunteer Coordinator

GENERAL SUMMARY

Primary function of the job is to coordinate Learning Partners Program. Employee will match volunteer tutors with at-risk youth and will be required to support, mentor, monitor, and report on program activities and volunteers; Employee will also plan and conduct positive youth learning opportunities for the youth and families. Employee will assist the volunteer coordinator with volunteer recruitment, training, and events. Employees in this job have no formal supervisory role, however, work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Recruits and trains citizen volunteers for the Learning Partners Program through formal training sessions, and continuously monitors Learning Partners activities to ensure program requirements are met.
- Maintains contact with and support for volunteers through written and verbal communications.
- Maintains contact with schools and other supportive agencies.
- Plans, organizes, and implements Learning Partner programs and events to provide improved services.
- Processes, compiles, researches, and analyzes information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures when required.
- Sorts, files, and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.
- Creates forms, calendars, newsletters, brochures, pamphlets, flyers, and/or other collateral materials in support of program operations and activities.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups when required
- Performs other duties as assigned

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's Degree in a related field
- Two to four years related experience
- Bachelor's degree in a related field may substitute for up to one year of experience

CERTIFICATIONS, LICENSES (minimum requirements)

- None

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

obligations and/or requirements, such as drug testing, background check, etc.) A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, affect others outside of a department and may require the intervention of a supervisor to resolve.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of community resources as they relate to Circuit Court, Family Division
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones

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- Appropriately and effectively represent the Court/County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the Court/County
- Ability to assess volunteer capabilities to place in an appropriate volunteer work setting under the direction of a supervisor
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate and coordinate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use Court/ County resources effectively and efficiently