



City of Deerfield Beach Volunteer Coordinator

SALARY	\$21.19 - \$33.90 Hourly	LOCATION	North East Focal Point - City of Deerfield Beach, FL
JOB TYPE	Full-Time	JOB NUMBER	00973
DEPARTMENT	Community Services	DIVISION	Administration
OPENING DATE	04/19/2024	CLOSING DATE	5/17/2024 5:00 PM Eastern

Summary Objective

The purpose of this position is to plan, coordinate, evaluate, and promote volunteer opportunities for the City of Deerfield Beach. Collaborates with other City Departments to identify volunteer needs. Coordinates the recruitment, training, assignments, retention, and recognition of volunteers for various projects.

This class works under general supervision, independently developing work methods and sequences.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class.

Management may assign additional functions related to the type of work of the class as necessary.

- Develops, implements and manages strategies for a comprehensive Volunteer program that includes recruitment, screening, training, evaluation, orientation, recognition, and retention of volunteers and interns.
- Establishes and develops policies and procedures.
- Surveys City Departments annually to determine volunteer needs.
- Ensures volunteers and interns receive quality training by coordinating a training plan based on best practices that meet the City needs
- Provides regular communication, inspiration, and appreciation of volunteers.
- Records and reports program statistics accurately.
- Manages the volunteer calendar and tracks hours.
- Assigns volunteers based on interest, education, and availability.
- Manages all volunteer paperwork, including reference checks and timesheets.
- Participates in a variety of meetings, seminars, conferences, training sessions, and/or other related events in order to receive and convey information.
- Coordinates with community partners, schools, and universities to fulfill volunteer opportunities.
- Enters and maintains information into applicable databases and/or other computerized systems to collect and maintain records and information in the assigned area of responsibility.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Typical Qualifications

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Communications, Nonprofit Management, Social or Human Services or related discipline.

- Two (2) years of experience managing volunteer programs or related experience, or an equivalent combination of education, training and experience.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Knowledge, Skills and Abilities, Work Environment and Work Hours

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of volunteer coordination methods and resources preferred, including computer operations as they apply to volunteer coordination.
- Ability to communicate effectively orally and in writing.
- Ability to get along well and maintain effective working relationships in a team environment with community groups, volunteers and other employees.
- Excellent customer service, problem solving, and presentation skills.
- Decision-making conflict resolution, negotiation and organizational skills.
- Ability to use office computer software including email, spreadsheets, database, Microsoft suites and static reporting for extended periods. Accurate keyboarding ability.
- Ability to maintain confidentiality and exercise discretion and judgment in dealing with sensitive or confidential information.
- Superior organizational skills and attention to detail.
- Ability to establish and maintain effective working relationships with clients, staff, and outside agencies.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

WORK ENVIRONMENT:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

WORK HOURS

Monday – Friday 8am- 5pm (Position may be required to work early mornings, nights, weekends and holidays to meet the business needs of the City.)

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Deerfield Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

The City of Deerfield Beach values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

Website

<http://www.deerfield-beach.com>

Volunteer Coordinator Supplemental Questionnaire

***QUESTION 1**

Which of the following best describes your highest level of education?

- Less than High School
- High School Diploma or Equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

***QUESTION 2**

Which of the following best describes your experience in XXXXXX? Your response must be validated by the information provided in the WORK EXPERIENCE section of your application and will be verified by Human Resources if selected.

- Less than one year
- More than 1 year but less than 2 years
- More than 2 years but less than 3
- More than 3 years but less than 4
- 4 years or more

***QUESTION 3**

Do you have possession of a valid Florida driver's license with an acceptable driving history? (must remain valid throughout employment)

- Yes
- No

***QUESTION 4**

Have you previously applied to this or any other position with the City of Deerfield Beach?

- Yes
- No

***QUESTION 5**

If yes, please state the position(s) and dates applied.

***QUESTION 6**

Where did you hear about this job opportunity?

- Governmentjobs.com
- LinkedIn

- Social Media
- Deerfield-beach.com
- Word of Mouth
- Other

* Required Question