



City of Tempe

VOLUNTEER COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	232	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Volunteer Coordinator
<i>Safety Sensitive / Drug Screen:</i>	No / Yes**	<i>Physical:</i>	No
Click here for more job classification information including salary range.			
**Drug screen required when assigned to the Police Department.			

REPORTING RELATIONSHIPS
Receives direction from a Police Commander or from other supervisory and management staff.
May supervise part time, temporary and/or administrative staff

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of program administration experience. Volunteer program administration / coordination especially in a public safety agency and/or two (2) years of management experience is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in business, public administration, social sciences, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver’s license.
<i>Additional:</i>	Must pass a police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To plan, organize and implement the operations of the Police Department’s volunteer program; and to perform a variety of tasks relative to the program.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Prepare and oversee volunteer program budget and lead volunteer program consisting of 100+ volunteers.
- Work with command staff to ensure alignment with volunteer program and Departmental goals and objectives
- Ensure best practices and policies are in place to ensure appropriate levels of risk management for the volunteer program
- Provide leadership to volunteer program work plan; monitor volunteer work assignments and projects; review work product along with methods and procedures.
- Encourage participation in the volunteer program by providing information to the public; interact with local media and provide news releases, brochures, and other promotional information; interact with community organizations in recruitment of volunteers.
- Select, train, supervise, and evaluate work of volunteer staff in the Volunteer Office.
- Screen, interview, and recommend volunteer applicants; conduct volunteer orientation; provide or coordinate volunteer training; ensure proper placement of volunteers.
- Provide training, consultation, and problem solving for supervisors of volunteers; serve as a liaison between volunteers and supervisors of volunteers.
- Develop and implement goals and objectives along with policies and procedures for the volunteer program.
- Prepare performance reports on operations and activities; maintain records of hours worked by volunteers and other related statistical information.
- Attend and participate in professional groups; committees; and meetings with command staff, department managers and supervisors.
- Develop and coordinate recognition activities and events for volunteers.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Use tools;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised March 2006</i> <i>Revised Nov 2010 (Removed optional driver's license statement)</i> <i>Revised July 2014 (Updated Supervision Received, job duties, and min quals)</i></p>