



JOB TITLE	DEPARTMENT	REPORTS TO
Volunteer and Outreach Recruiter	Human Resources	Coordinator of Retention and Recruitment

Position No: 77335	Length of Work Year: 12 Months
Salary Schedule: N16	Date Approved: 6/1990
FSLA: Exempt	Date Revised: 6/27/99; 6/5/20, 5/20/21

JOB GOAL
To organize and maintain the district volunteer program and support District recruitment efforts.

MINIMUM QUALIFICATIONS

1. Associates Degree or equivalent; Bachelor's degree preferred.
2. Demonstrated sound supervisory and management skills.
3. Experience with social media engagement and recruitment tactics.
4. Background in community development and social service delivery programs.
5. Demonstrated sound oral and written communication skills.
6. Ability to perform the functions of the position.
7. Excellent knowledge of Facebook, Twitter, LinkedIn, Instagram, and other social media best practices.

DUTIES AND RESPONSIBILITIES

1. To plan, organize and implement recruitment, enrollment, orientation and placement of senior volunteers.
2. To employ, supervise and train other volunteer staff.
3. To adhere to and administer personnel policies and procedures for project staff consistent with those of the sponsor and with the recommendation of the Volunteer Advisory Council.
4. To provide assistance to the Volunteer Advisory Council; discuss with the council significant plans, local project policies, actions, changes and problems effecting volunteers, including resource development.
5. To provide liaison for all aspects of the volunteer program with other units of the sponsoring agency.
6. To support Coordinator of Retention and Recruitment with all recruitment initiatives as assigned.
7. To develop, review and update memorandums of understanding and other appropriate documents with volunteer stations.
8. To approve assignments for volunteers.
9. To develop and maintain cooperative working relations with a variety of community service organizations and agencies.
10. To plan, develop and implement an ongoing program of public relations in cooperation with the sponsor.
11. To develop, implement, and manage the Human Resources social media strategy.
12. To assist, as needed the Sponsor in promoting needed community support for the project.
13. To develop and maintain up-to-date financial, staff, personnel, project and volunteer records.
14. To prepare the renewal application for ACTION, in conjunction with the Sponsor and Advisory Council.

15. To adhere to the budget; apply sound fiscal procedures; provide budget data, as required; authorize expenditures for the project, including specific approval of any vouchers for reimbursement submitted by volunteers.
16. To prepare and issue reports to meet the administrative and program needs specific by the Sponsor, Advisory Council, State, Regional and Federal personnel.
17. To coordinate with the Advisory Council to evaluate the effectiveness of the operational procedures and program activities.
18. To attend conferences, meetings and training programs related to the position, including those sponsored by ACTION.
19. To maintain awareness of gerontological data as well as current information on programs and services available to the elderly.
20. To conduct orientation to the Volunteer Program for volunteers, teachers, and coordinators.
21. To assist in planning recognition activities for volunteers.
22. To attend and assist with recruitment events related to filling district needs.
23. To determine eligibility for Five Star and Golden School Awards.
24. To stay up to date on latest social media technology, trends, and attend professional development opportunities.
25. To perform tasks in a timely and efficient manner.
26. To perform assigned task with a high standard of quality.
27. To perform other related functions as designated by the supervisor.

PHYSICAL DEMAND CLASS:

Physical Demand Class: Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.