

Volunteer Services Coordinator

S79610

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Develops and administers the volunteer service program at a state institution; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Recruits, interviews, trains, orients, and places volunteers where services are needed and requested.

Plans, implements, and coordinates all volunteer programs and services.

Accepts, catalogs, and distributes donations.

Schedules, plans, and conducts tours of the facility.

Determines, obtains, and maintains all supplies and equipment necessary to carry on the volunteer program.

Acts as liaison between institution and community; presents programs, assists in educational events and answers all related communications.

Maintains necessary records and prepares appropriate activity reports.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Ability to: work with mentally ill or retarded patients; carry on rapport with volunteers and participate in public relations functions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in social science or high school education plus five years of experience in long term care or psychiatric setting and organizing volunteers.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 09/78, Revised 01/98

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Minimum Qualifications	Included long term care verbiage	6/8/20236