

Portage Park District

Position Description

POSITION TITLE: Volunteer Coordinator

DEPARTMENT: Education

SUPERVISOR: Education & Outreach Manager

FLSA STATUS: Non-Exempt; Non-Civil Service Classified

HOURS: Full Time/Part Time/Seasonal

PAY RANGE: \$17-25.00/Hour

ABOUT PORTAGE PARK DISTRICT: The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

POSITION SUMMARY: The volunteer program provides opportunities for the public to assist the Park District in implementation of its mission and work plan, while providing meaningful experiences to participants. The primary responsibility of the Volunteer Coordinator is the development of the volunteer program in coordination with park staff across all departments, with duties including volunteer recruitment, training, supervision and acknowledgment.

POSITION REQUIREMENTS - this position minimally requires the following:

CERTIFICATES OR LICENSES:

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Two or four-year college degree and experience working in the areas of communications, nonprofit administration, customer service, or related field. Experience working in public outreach or as a volunteer coordinator for a public agency or nonprofit is preferred.

ESSENTIAL JOB DUTIES:

- Recruits, processes applications, holds orientations and training, and offers continued guidance for volunteers.
- Schedules volunteers as needed for programs, events, and projects.
- Communicates regularly with volunteers about opportunities.
- Manages volunteer database, maintains volunteer program records, and prepares required reports.
- Supervises assigned volunteer groups and monitors volunteer performance.
- Responds to inquiries regarding individual and group volunteer opportunities.
- Implements a volunteer recognition program.
- Collaborates with park district staff, partners and volunteers on planning, projects, and programs.
- Positively represents the park district to the public, volunteers, partners, and vendors.
- Works flexible work hours, including evenings, weekends, and holidays, as required.
- May include other work duties, assignments and responsibilities not mentioned herein.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Interest in and willingness to support and promote the Portage Park District mission.
- Ability to communicate effectively with tact, courtesy, confidentiality, and diplomacy.
- Strong interpersonal skills with the ability to professionally relate to and work with all types of people in one-on-one or group settings, including occasional conflict management.

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- Demonstrated emotional intelligence to include self-awareness and accurate self-assessment, sensitivity, empathy, openness, reliability, and consistency.
- Ability to gather, sort, collate, organize, assemble, and report data.
- Ability to use and manage volunteer database such as Volgistics. Intermediate proficiency with computer software including spreadsheets, word processing, databases, mapping applications, email, social media, and electronic calendars.
- Ability to use common office equipment including telephones, computers, copiers and digital cameras.
- Ability to organize and coordinate workflow, resolve questions and problems, work independently, think creatively, handle multiple tasks simultaneously with a flexible work schedule.
- Ability to work in a team setting to accomplish park related goals.
- Ability to understand and follow detailed instructions.
- Ability to establish and maintain effective professional working relationships with Park District staff, Board and volunteers, and with partner organizations and agencies. Ability to exemplify the highest ethical standards of professional and personal conduct.
- A pre-employment Background Check and Drug Test are required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Employee is regularly required to talk and hear, drive a car or truck, stand, sit, walk over rough terrain, use hands and fingers to handle, grasp, feel, type, and reach with hands and arms. The employee may be required to stoop, kneel, crouch, crawl, cycle, paddle, climb and balance.
- Employee may be required to travel to a variety of indoor and outdoor locations within and outside of the county. Employee may be exposed to a variety of environmental conditions and weather including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land.

ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date