


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Volunteer Coordinator</u></p> <p>Date <u>October 2000; 2004</u></p> <p>Revised Date <u>June 2006</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>185</u></p>
--	--	--

<p>Decision Making</p> <p>Solutions to problems associated with the performance of volunteers are dealt with in accordance with existing practices and procedures. Coordinates, implements and adapts various programs, policies, procedures and budgets to deliver volunteer services to achieve assigned objectives. Develops plans to achieve short term goals associated with recruiting, training and coordinating volunteers for various programs.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Volunteer Sector Management Program certificate - Grant MacEwen College (450 hours).</p>	<p style="text-align: center;"><u>2.5</u></p>
<p>Experience</p> <p>Twenty (24) months previous experience in coordinating volunteers. Twelve (12) months on the job to consolidate coordination/administration skills and become familiar with region/community programs and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>6.0</u></p>
<p>Independent Judgement</p> <p>Carries out volunteer program plans within generally accepted practices. Responsible for recruiting volunteers, dealing with volunteer/client issues and matching volunteers to clients/programs. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with coordinating programs/volunteers.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Working Relationships</p> <p>Recruiting volunteers requires persuasion and motivation. Contacts with volunteers or clients/patients/residents may involve difficult or emotionally charged situations. Contacts with community groups and volunteers are of considerable importance in carrying out programs.</p>	<p style="text-align: center;"><u>4.5</u></p>

Impact of Action	Degree
Determines and allocates resources for volunteer programs. Tracks quality improvement initiatives and monitors effectiveness of volunteers to enhance effectiveness of services provided. Inappropriate screening or matching of volunteers to programs may result in identifiable deterioration in public relations	<u>2.5</u>
Leadership and/or Supervision Recruits, trains and provides regular direction to volunteers by assigning/organizing work.	<u>4.0</u>
Physical Demands Occasional physical effort walking, lifting and some travel.	<u>1.0</u>
Sensory Demands Regular cumulative sensory effort reading, writing, filing, computer operation, training/instructing volunteers and listening to general public, volunteers and clients/patients/residents.	<u>2.0</u>
Environment Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions.	<u>2.0</u>