


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Volunteer & Health Promotion Coordinator</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>New</u></p>	<p>Code</p> <p><u>345</u></p>
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<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 and procedures 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 and coordinating health promotion programs.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. An accredited certificate in volunteer management. For rating purposes we used Grant MacEwen College Volunteer Management certificate 30 credits (450 hours).</p>	<p><u>2.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in coordinating volunteer and/or community programs. 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><u>5.0</u></p>
<p>Independent Judgement</p> <p>Carries out volunteer/health promotion/Lifeline 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><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><u>4.5</u></p>

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

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