

**City of San Rafael**  
**Job Class Specification**

## **Job Title: Sustainability and Volunteer Program Coordinator**

### **SUMMARY:**

Coordinates the activities of both the Sustainability Program and Volunteer Program including related volunteers and programs, and builds and maintains positive working relationships to ensure the programs are successful.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single class position that will work as a miscellaneous employee in the City Manager's Department to implement and maintain a city-wide volunteer program and manage volunteer operations in the community. Reports to the Assistant City Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Other duties may be assigned.

- Confers with City department representatives to determine volunteer needs and assists in the development of job descriptions for volunteer positions.
- Develops and revises City policies, plans, and procedures relating to the programs.
- Provides supervision, follow-up, and continuing support for volunteer placements.
- Oversees and coordinates Climate Change Action Plan implementation, state mandates, and other sustainability-related programs and activities.
- Develops and monitors program budgets and other records. Tracks and pursues grant funds, donations, and other potential funding sources to further programs and activities.
- Prepares and places publicity to engage and recognize volunteers and other community members, as well as program activities, including managing a volunteer website, city Sustainability web pages, newsletters, and other internet-based marketing activities. Plans and publicizes City Sustainability activities, opportunities, and recognition events.
- Recruits, screens, interviews, selects and trains volunteers for the City's program or assists departments with this process.
- Oversees and maintains adequate risk management procedures for volunteers and advises department representatives on implementation.
- Maintains a variety of records, statistics and reports. Prepares staff reports and other written documents including quarterly reports, contracts, program plans, and assessments. Collects and creates reports on Greenhouse Gas Inventory data and Climate Change Action Plan program data to meet City, State and Federal goals and mandates.
- Works with neighborhood and community groups to develop and implement programs related to volunteerism and the Climate Change Action Plan, and to support initiatives related to neighborhood enhancement, beautification, and Sustainability.
- Prepares and maintains a Volunteer Disaster Plan for unaffiliated volunteer coordination.
- Makes public presentations regarding Volunteer and Sustainability programs and initiatives.
- Presents regular updates to Council and community members with regard to Sustainability programs and Climate Change Action Plan elements.
- Facilitates community and inter-departmental staff meetings to develop, implement and evaluate Volunteer and Sustainability programs related to department objectives as well as Council goals and priorities.

- Participates in county and regional partnerships related to Sustainability. Collaborates with other local jurisdictions, businesses and community groups to implement Sustainability programs.
- Researches, analyzes, recommends and implements best practices for Volunteer services and Sustainability programs, across departments and for community events and activities.
- Facilitates City Employee Green Team
- Tracks and reports on ordinances, laws and regulations having to do with Sustainability, and participates in development of local ordinances related to elements of the Climate Change Action Plan and Sustainability in general.
- Initiates, develops, and tracks contracts with other entities related to community and private sector Sustainability programs and outreach efforts.
- Reviews and revises the Implementation Plan for the Climate Change Action Plan as necessary to meet its goals as well as State mandates.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Program development and management.
- Methods and techniques used for recruiting. Interviewing techniques.
- Data collection methods.
- Marketing and public relations.
- Word processing and database programs.
- Budget practices and procedures
- Basic risk management, and Injury Illness and Prevention Practices (IIPP)
- Energy conservation, waste management, and other Sustainability-related programs, methods and practices.

### **ABILITY TO:**

- Supervise volunteers and apply principles of leadership and supervision.
- Establish and maintain effective working relations with those contacted in the course of the work.
- Maintain organized records.
- Use a personal computer and related software.
- Compose memos, letters and reports related to the programs.
- Develop action plans and coordinate program objectives.
- Apply communication and marketing skills.
- Communicate clearly and concisely orally and in writing.
- Work cooperatively with others.
- Analyze problems, identify alternatives and formulate and implement recommendations.
- Initiate and sustain interest of the community to participate in the programs.
- Evaluate the skills and abilities of volunteers.
- Work nights and weekends.
- Facilitate groups, including members of the public, business community, City staff, and representatives from other governmental and non-governmental agencies and organizations.
- Understand, track and pursue grants and grant opportunities.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university. Three years of sustained experience of program coordination including the setting and measuring of objectives, problem

resolution, supervision and program liaison with interested parties. Possession of a valid California drivers license and a satisfactory driving record.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities. While performing the duties of this job, the employee is regularly required to sit, bend, talk and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is required to stand and walk and to lift or move up to 30 pounds. The employee is regularly required to drive. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in indoor conditions. The employee frequently works near video display. The employee is regularly exposed to outside weather conditions. The noise level in the indoor work environment is usually quiet, while the outdoor environment is occasionally loud.

FLSA Status: Non-exempt

Approved Date: January 17, 2012