

VOLUNTEER ADMINISTRATOR

GENERAL STATEMENT OF DUTIES

The Volunteer Administrator manages the City's Volunteer Program under the supervision of the Assistant City Manager. The City's Volunteer Program was established in 1979 and serves as one of the first local government volunteer programs in the nation. The program consists of over 1000 volunteers contributing 35,000 hours annually at a savings of approximately \$865,000. This position identifies needs within the City's workforce and supports those needs by providing volunteer assistance. The Volunteer Administrator is responsible for the recruitment, interviewing, placement, risk management and recognition for volunteers in all city departments. The Volunteer Administrator serves as staff liaison to the Volunteer Advisory Council and the Neighborhood Pride Committee; coordinates the Cities of Service Program and the Kettering Leadership Academy.

DISTINGUISHING FEATURES OF THE CLASS

This position requires advanced communication skills, both written and oral. Must be self-motivated, extremely well organized, detail oriented and able to juggle multiple tasks. Projects pleasant and efficient characteristics and works well with others.

EXAMPLES OF WORK (Illustrative Only)

- Recruits and interviews volunteers of various talents and abilities for placement into specific regular volunteer positions or episodic volunteer positions such as special events;
- Promotes the concept of "Volunteerism" through various publications, flyers, newsletters, newspaper articles, social media and presentations to community groups;
- Identifies needs that could be filled by volunteers within the City's workforce by soliciting requests for volunteer services from city staff and suggesting innovative approaches to work efforts;
- Orients staff to effective use of volunteers;
- Maintains records and creates reports which reflect the activities of the Volunteer Program;
- Develops volunteer position job descriptions, listing specific duties to be performed and qualifications needed;
- Works with community groups on special projects and days of service;
- Develops activities for periodic recognition of volunteers;
- Responsible for onboarding all volunteers including processing background checks;
- Prepares the budget for the volunteer program and the Kettering Leadership Academy;
- Regular and predictable attendance required;
- Acts as staff administrator for the Kettering Leadership Academy.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Background in management or supervision preferred. Experience with volunteer management strongly desired. Knowledge of the principles and practices of public administration and public relations; excellent written and oral communication skills; ability to develop and maintain effective working relationships with citizen volunteers, the general public, employees, City officials, various community

organizations and business leaders. Must possess the ability to work independently with limited indirect supervision; and the ability to define, develop and propose goals and objectives. Must exercise initiative and frequent independent judgment in the performance of duties.

ACCEPTABLE EXPERIENCE AND TRAINING

Experience with volunteer organizations preferred; completion of a high school diploma or its equivalent required supplemented with additional related college courses or seminars; previous public relations and volunteer management experience desirable or any equivalent combination of experience, education and training which provides the required skills, knowledge and abilities.

Approved: _____


Date: 5/4/21 _____