

CITY OF NEVADA CITY

POSITION TITLE: VOLUNTEER COORDINATOR

DEPARTMENT: Administration

REPORTS TO: City Manager

SUPERVISES: This position does not supervise others

ADOPTED/REVISED DATE: October 2017

POSITION PURPOSE/SUMMARY

This is a volunteer position which includes coordination with Department Heads and Supervisors to plan volunteer work days and opportunities. This position will also recruit volunteers, update the Volunteer Nevada City website and assist with filing of appropriate forms.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- ❖ Recruit volunteers from the community, schools, non-profit organizations, etc.
- ❖ Update the City's Volunteer Nevada City website as needed.
- ❖ Communicate with volunteers using the Volunteer Nevada City website, face to face and through phone calls.
- ❖ Motivating, supporting, monitoring and accrediting volunteers for the works they have accomplished
- ❖ Coordinates with Department Heads and Supervisors to organize, schedule, plan and gather supplies for volunteer opportunities and events.
- ❖ Ensure that all volunteers complete Volunteer Participation Agreements & file appropriately.
- ❖ Attends volunteer projects and events to assist with greeting volunteers, collecting Agreements, providing food and other minor duties as needed.
- ❖ Assist with marketing for volunteer activities and events.
- ❖ May be asked to interview or train new volunteers.
- ❖ May be asked to organize fund raising activities to sustain City projects.
- ❖ Abides by City policies and regulations.

WORKING CONDITIONS

Work is performed in inside and outside environments. A shared computer and work space will be provided at City Hall.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- ❖ Knowledge of City functions.
- ❖ A desire to have a positive impact in the City of Nevada City by helping to keep it beautiful and safe.

- ❖ Ability to self-train on the functions/operations of the Volunteer Nevada City website.
- ❖ Effective communication skills, both written and verbal.
- ❖ Ability to establish and maintain effective working relationships with City staff, other agencies and the public.

QUALIFICATIONS REQUIRED

- ❖ Ability to easily learn and work within various computer programs; Microsoft Office, website input and email programs.
- ❖ Valid Driver's License with driving record free from serious or frequent violation.

HOW TO APPLY

Complete a City Application and turn it in to:
City Hall
Attn.: City Manager
317 Broad St.
Nevada City 95959

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.