

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

ORGANIZER OF VOLUNTEER SERVICES

Works under supervision to develop sources for volunteers, interviews staff and volunteers to determine needs, abilities, and talents, places and follows up those assigned to unpaid service work. Works with the agencies to assist in placing candidates from these agencies into positions of public service and educational field work so that the volunteer may profit from the service.

DUTIES AND RESPONSIBILITIES:

1. Surveys staff periodically to determine staff needs for volunteers. Recruits auxiliaries for the various programs, camp, and summer sessions. Places candidates from the various sending agencies which request community services from their candidates (i.e., Community Mental Health and Social Services).
2. Processes applications, arranges for TB and personal character clearance, conducts tours, plans orientations and training sessions. Matches staff and agency requests to applicant's availability desires, and talents, and refers for trial basis assignment.
3. Maintains files and records pertaining to the operation of the program, follows all policies and procedures as specified by Board policy, corresponds with individuals and agencies, and keeps confidential reports, evaluations, and information on volunteers and students in training. Writes letters of recommendation for experienced volunteers seeking employment with other agencies; writes publicity articles and carries on publicity campaigns when necessary.
4. Has ongoing contact with the general public and institutions explaining the volunteer program, answering questions regarding the special programs, conducts tours through facilities and offers general orientation to accepted volunteers. Plans, coordinates, and staffs the needs for volunteers in summer sessions, special camp sessions and for trips, concerts, etc.
4. Instructs staff and volunteers as to the rules, regulations, policies and procedures as well as the ethics involved in the use of and the working relationship of staff and volunteers.
5. Attends volunteer coordinators' training sessions in the County, contributes services as a section leader in training sessions, represents the Marin County Office of Education at various meetings concerned with volunteer programs.
7. Travels to the various centers to visit staff and volunteers on the job and to the various training sessions, as required.
8. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM OUALIFICATIONS:

- Education: Requires a high school education or recognized equivalent plus clerical skills in typing, business correspondence, filing, and the use of office equipment. Requires sincere interest in the welfare of children. Desirable qualifications are maturity, judgment, tact, ability to be discrete, positive, persuasive and to treat confidential matter with circumspect.
- Experience: Requires experiences gained through job training or on related work to job training; the total normally is in excess of three months but seldom in excess of one year. Volunteer experience in one or more education programs, clerical experience, experience meeting and dealing with the public and individuals as well as many agencies both public and private is highly desirable.