

VOLUNTEER RECRUITER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the development and oversight of volunteer pools for the programs of the Office for Aging. The incumbent is responsible for publicizing the need for volunteers, directing and participating in the process of identifying and recruiting qualified volunteers, training candidates to perform service in accordance with program requirements, and overseeing the provision of services by volunteers. The work is performed under the direct supervision of an Aging Services Program Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Contacts clients to assess needed volunteer services, matches with volunteer and does follow-up with client and volunteer;
Plans, schedules, coordinates and supervises volunteer placements for the agency in consultation with program staff;
Recruits, screens, trains and orients volunteers and community groups interested in volunteering services;
Assigns volunteers on the basis of interest, ability, availability and client needs;
Assesses the work performance of volunteers to ensure compliance with program guidelines and appropriateness of assignment;
Addresses groups from which potential volunteers may be obtained;
Participates in conferences, workshops and meetings addressing methods of volunteer recruitment;
Assists in the development of training programs and activities for volunteers including individual client needs, special programs and events;
Develops and implements a public relations plan using press releases, media interviews, recruitment flyers and brochures;
Develops and generates print materials used in public relations plan;
Develops and promotes recognition programs and fund raisers;
Prepares reports and maintains records on the volunteer program.

FULL PERFORMANCE OF KNOWLEDGE:

Good knowledge of the characteristics, needs and interests of the elderly;
Good knowledge of interviewing techniques and methods;
Working knowledge of the dynamics of effective volunteer programming;
Familiarity with area agencies and service organizations;
Ability to operate computer equipment, software and related office equipment used in the generation of public materials and statistical reports;
Ability to prepare memos, reports, speeches and publicity materials;
Ability to cope with moderate pressure from interruptions, changes

in work priority or conflicting deadlines;
Ability to establish and maintain effective working relationships;
Ability to recruit, train and coordinate volunteer services to
specific populations;
Ability to speak effectively in public to groups and to the media;
Creativity;
Tact;
Initiative;
Physical Condition commensurate with the demands of the positions

MINIMUM QUALIFICATIONS:

- A) Completion of 60 semester credit hours from a regionally accredited or NYS registered college or university with a minimum of 12 credits in human services or a closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma and two years of full-time paid or verifiable volunteer experience in community organization, or providing information or supportive services to clients; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.