

ARIZONA SUPERIOR COURT IN PIMA COUNTY

PIMA COUNTY JUVENILE COURT



Job Description

Job Title: Coordinator, Volunteer Programs
Job Code: 8019
Pay Grade: 55
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

This position will be responsible for the development, organization, recruitment, and coordination, of the intern and volunteer services program and activities within the Pima County Juvenile Court Center.

ESSENTIAL FUNCTIONS:

- Consults with division directors and their staff to determine needs of the court for various volunteer/intern programs and services.
- Coordinates and identifies recruitment strategies to include program marketing through mass media and community presentations.
- Identifies methods to recruit for volunteers, including diversity as a criteria, and processes applications for new volunteers, and screens interested applicants.
- Assists Human Resources in creating volunteer job descriptions.
- Tracks the placement of volunteers/interns and monitors their work assignments, the number of volunteers and their hours of service within a program, monitors retention issues, and develops strategies to increase volunteer commitment.
- Coordinates and organizes the training and development of volunteers/interns, and monitors the need for specific and additional training.
- Coordinates the services and activities of volunteers/interns with division directors, to include on-site evaluation visits with each volunteer.
- Develops and conducts orientation programs within the community outlining court programs and activities and the role of the volunteer programs.
- Develops and maintains a procedural and training manual that outlines the volunteer services to be utilized within the Juvenile Court Center.
- Maintains individual files for each volunteer/intern to contain information regarding their assignment to programs, duties and responsibilities, performance on programs, and other pertinent information.
- Provides statistical information and/or reports regarding volunteer programs on a regular basis or as directed by the Director of Juvenile Court Services.
- Develops programs and activities for the recognition of volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Attends conferences and seminars to gain knowledge of current volunteer programs to enhance skills to recruit, motivate, monitor and recognize volunteer/intern participation.
- Develops brochures, flyers, or other written materials for promoting the Juvenile Court Center programs and volunteer opportunities.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the basic knowledge of coordinating volunteer programs and community resources pertinent to recruiting for volunteers.
- Must have knowledge of desktop computers, Microsoft Windows Office software and use of the Internet.
- Must have skills in one or a combination of the following: public relations, marketing, event planning, training, adult education, community outreach or any combination of these skills.
- Must have knowledge of business English, grammar, punctuation, spelling, problem-solving and conflict resolution.
- Must have the skills to prioritize, organize, conduct research, compile data, write and edit reports and maintain confidential files.
- Must have the ability to work in a team environment and individually.
- Must have the ability to communicate effectively and work successfully with a large variety of court employees, representatives from external agencies and social, economical, and culturally diverse persons in the general public.

MINIMUM REQUIREMENTS:

Bachelor’s degree in social science, psychology, human relations, education or related field with a minimum five years of experience dealing with people, coordinating and planning activities and supervising and directing people, to include one year of experience as a volunteer or coordinating a volunteer program; OR, any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

A valid Arizona Class D Driver’s License will be required at the time of appointment, with the completion of a Pima County Defensive Driving Training course required after appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment of up to 20 pounds.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director of Juvenile Court Services. The incumbent performs duties under limited supervision and has no supervisory responsibilities.

Date: 12/28/06
Revised: 10/27/08

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date