


Job Evaluation Rating Document

	<p>Job Title <u>Volunteer Coordinator</u></p> <p>Date <u>October 2000; 2004</u></p> <p>Revised Date <u>June 2006; September 12, 2017</u></p> <p>Revised Date <u>February 11, 2025</u></p>	<p>Code</p> <hr/> <p>185</p>
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<p>Decision Making</p> <p>Coordinates, implements and adapts various programs, policies, procedures and budgets to deliver volunteer services to achieve assigned objectives. Develops plans to achieve short term goals associated with recruitment, retention, training and coordination of volunteers for various programs.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Education</p> <p>Grade 12. Volunteer Management Certificate Program (Volunteer Management Institute Edmonton 210 hours).</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Experience</p> <p>Twenty (24) months previous experience in coordinating volunteers. Twelve (12) months on the job to consolidate coordination/administration skills and become familiar with organization/community programs and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Delivers volunteer program plans within generally accepted practices. Responsible for recruiting volunteers, dealing with volunteer/client issues and matching volunteers to clients/programs. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with coordinating programs/volunteers.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Working Relationships</p> <p>Contacts with volunteers or clients/patients/residents may involve difficult or emotionally charged situations. Contacts with community groups and volunteers are of considerable importance in carrying out programs.</p>	<p>Degree</p> <hr/> <p>4.5</p>
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<p>Impact of Action</p> <p>Inappropriate screening or matching of volunteers to programs may result in identifiable deterioration in public relations.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Recruits, trains and provides regular direction to volunteers by assigning/organizing work.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort sitting performing computer operation.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular cumulative sensory effort reading, writing, filing, computer operation, training/instructing volunteers and listening to general public, volunteers and clients/patients/residents.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions.</p>	<p>Degree</p> <p><u>2.0</u></p>