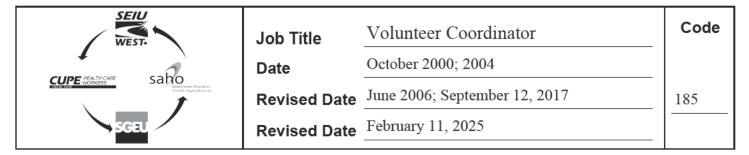
Job Evaluation Rating Document



Decision Making	Degree
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.	3.5

Education	Degree
Grade 12. Volunteer Management Certificate Program (Volunteer Management Institute Edmonton 210 hours).	
	2.0

Experience	Degree
Twenty (24) months previous experience in coordinating volunteers. Twelve (12) months or job to consolidate coordination/administration skills and become familiar with organization/community programs and department policies and procedures.	6.0 <u>6.0</u>

Indeper	ndent Judgement	Degree
volunte Work i	ers volunteer program plans within generally accepted practices. Responsible for recruiting eers, dealing with volunteer/client issues and matching volunteers to clients/programs. involves a choice of methods or procedures, analysis and troubleshooting to solve ms associated with coordinating programs/volunteers.	4.0

Working Relationships	Degree
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.	4.5

Environment Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions. 2.0