


# Job Evaluation Rating Document

	<b>Job Title</b> <u>Volunteer &amp; Health Promotion Coordinator</u> <b>Date</b> <u>2004</u> <b>Revised Date</b> <u>May 22, 2012; December 16, 2020</u> <b>Revised Date</b> <u>February 11, 2025</u>	<b>Code</b>  <u>345</u>
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<b>Decision Making</b> <p>Solutions to problems associated with the performance of volunteers are dealt with in accordance with existing practices and procedures. Coordinates, implements and adapts various programs, policies and procedures to deliver volunteer services to achieve assigned objectives. Develops plans to achieve short term goals associated with recruiting, training and coordinating volunteers for various programs and coordinating health promotion programs.</p>	<b>Degree</b>  <u>3.5</u>
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<b>Education</b> <p>Grade 12. Volunteer Management Certificate Program (Volunteer Management Institute Edmonton 210 hours).</p>	<b>Degree</b>  <u>2.0</u>
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<b>Experience</b> <p>Twenty-four (24) months previous experience in coordinating volunteer and/or community programs. Twelve (12) months on the job to consolidate coordination/administration skills and become familiar with community programs and department policies and procedures.</p>	<b>Degree</b>  <u>6.0</u>
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<b>Independent Judgement</b> <p>Carries out volunteer/health promotion plans within generally accepted practices. Responsible for recruiting volunteers, dealing with volunteer/client issues and matching volunteers to client/program. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with coordinating programs/volunteers.</p>	<b>Degree</b>  <u>4.0</u>
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<b>Working Relationships</b> <p>Recruiting volunteers requires persuasion and motivation. 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>	<b>Degree</b>  <u>4.5</u>
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Volunteer & Health Promotion Coordinator

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<p><b>Impact of Action</b></p> <p>Inappropriate screening or matching of volunteers to programs may result in identifiable deterioration in public relations.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>Recruits, trains and provides regular direction to volunteers by assigning/organizing work.</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort walking and some travel.</p>	<p><b>Degree</b></p> <p><u>1.0</u></p>
<p><b>Sensory Demands</b></p> <p>Regular cumulative sensory effort reading, writing, filing, computer operation, training volunteers and listening to general public and clients.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
<p><b>Environment</b></p> <p>Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>