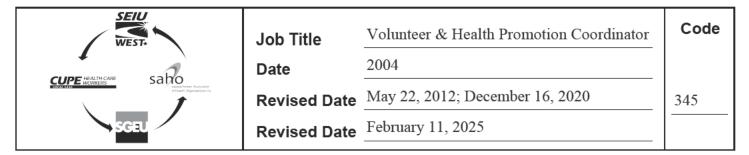
Job Evaluation Rating Document



Decision Making	Degree
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.	3.5

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

Experience	Degree
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.	6.0

Independent Judgement	Degree
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.	4.0

Working Relationships	Degree
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.	4.5

Impact of Action	Degree
Inappropriate screening or matching of volunteers to programs may result in identifiable deterioration in public relations.	
	2.5

Leadership and/or Supervision	Degree
Recruits, trains and provides regular direction to volunteers by assigning/organizing work.	
	4.0

Physical Demands	Degree
Occasional physical effort walking and some travel.	
	1.0

Sensory Demands	Degree
Regular cumulative sensory effort reading, writing, filing, computer operation, training volunteers and listening to general public and clients.	
	2.0

Environment	Degree
Occasional exposure to minor disagreeable conditions such as multiinterruptions.	ple deadlines and
	2.0