



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Lorry Johnson  
Personnel Officer

### *Schuyler County Job Opening*

# **Volunteer Coordinator**

## **Office for the Aging**

**LAST DATE TO FILE: Applications accepted until position is filled.**

**SALARY: \$24.18/hr** with excellent benefit package ranging from \$8,379 - \$27,845 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

**HOW TO APPLY:** Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

**VACANCY:** At the present time, there is one less than full-time (30 hours/week) opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** The work involves responsibility for designing and implementing a volunteer program. The focus of the work is on recruiting, training, and overall operations of the volunteer program. As a component of the program/service volunteer work, this position will assist with and oversee areas such as Health and Wellness programming and In-Home Contact & Support programs. The Volunteer Coordinator is responsible for all facets of the program including evaluation, reporting, and advertising. The work is performed under the direct supervision of the Director. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Formulates a plan and develops a campaign to recruit volunteers using various media formats, group presentations, event tabling and targeted recruitment efforts including press releases, Internet, and television/radio ads/interviews;

Analyzes and coordinates with staff on ways to enhance services/programs through the use of volunteers;

Develops programs in which volunteers can lead/facilitate, i.e. health and wellness, Shopping Assistance, Hello Neighbor;

Becomes trained/certified in evidence-based health and wellness programs as needed;

Leads evidence-based health and wellness programs (i.e. physical activity, healthy living, etc) when volunteers are not available to lead/facilitate;

Assists volunteers with classes where needed;

Ensures volunteers are certified as needed for evidence-based programs;  
Interviews volunteers and ensure they are appropriately matched and trained for a position;  
Assigns volunteers on the basis of interest, ability, availability and program/service needs;  
Communicates frequently with volunteers and volunteer stations;  
Utilizes common office software and databases to complete work, i.e. Word, Excel, Publisher, Outlook  
Calendar, PeerPlace, etc.;  
Organizes and coordinate relevant training and orientation for the specific volunteer assignment;  
Manage volunteer recruitment tools and update as needed (i.e. pamphlets, posters, notices, letters and  
speeches);  
Distributes, collects, reviews and references volunteer application and accompanying paperwork; Writes  
and updates policies and procedures, job descriptions and volunteer handbook specific to the volunteer  
program;  
Evaluates the work of the volunteers or request input from volunteer stations and provide constructive  
feedback no less than annually;  
Monitors volunteer satisfaction and appropriateness of assignment(s);  
Participates on committees as related to volunteerism;  
Attend meetings as assigned;  
Collects/receives monthly volunteer time sheets and mileage sheets and review for accuracy and  
completeness;  
Enters volunteer hours into required database or coordinate with the OFA Secretary to complete this  
task;  
Prepares correspondence, documents and other written material;  
Develops publicity and news releases promoting the need for volunteers;  
Maintains individual volunteer files including training records;  
Participates in training as mandated/offered to improve knowledge and use of volunteer services;  
Manages advertising and other purchases within program budget with the assistance of the  
Administrative Assistant;  
Plans, schedules and coordinates volunteer recognition as part of a team;  
Evaluates effectiveness of program procedures and activities as well as individual performance by  
personal observation and discussion with staff and volunteers;  
Writes and submits reports as required/requested.

**MINIMUM QUALIFICATIONS: Either**

- A. Possession of a Bachelor's Degree in public relations, business administration, or closely related field AND two years of experience in recruiting; **OR**
- B. Possession of an Associate's Degree in public relations, business administration, or closely related field AND three years of experience in recruiting; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma AND five years of personal volunteer experience and three years of recruiting; **OR**
- D. An equivalent combination of experience and training as defined by the limits of (A), (B), and (C) above.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
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**Date Issued: March 3, 2023**

