

VOLUNTEER COORDINATOR

DEFINITION

To recruit, train and supervise civilian volunteers in a municipal law enforcement department. Conduct crime prevention activities, and support outreach and community empowerment efforts of neighborhood policing officers in a multi-cultural, multilingual environment. Plan and implement volunteer recognition program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Captain.

Exercises direct supervision over Police Volunteer personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepare written reports, including grant progress reports.

Supervise volunteers.

Direct volunteer activities using good verbal and interpersonal skills.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

English usage, spelling, punctuation and grammar, principles of organizing volunteers and word processing.

Ability to:

Work an irregular work schedule.

Learn department computer system including CLETS

Manage time to meet deadlines.

Work in groups.

Establish and maintain cooperative relationships with those contacted in the course of work.

Volunteer Coordinator (Continued)

EXPERIENCE AND TRAINING

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience: Previous experience in organizing or managing a volunteer program a plus. Prior Supervisory training and law enforcement experience preferred.

Training: Equivalent to completion of the twelfth grade, preferably supplemented with some college courses. Bachelor's Degree preferred in related field (Criminal Justice, Business Administration, Human Resources, etc.). Bilingual preferred.

Licenses or Certificates:

Possession of a valid California Class 3 Driver's License.