

**POSITION DESCRIPTION
COUNTY OF HAMILTON, INDIANA**

POSITION: Volunteer Coordinator
DEPARTMENT: County Commissioners
DIVISION: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F (Maximum 28 hours/week)
JOB CATEGORY: **COMOT (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: June 2023
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Hamilton County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Volunteer Coordinator for the Hamilton County Soil and Water Conservation District and Hamilton County Invasives Partnership. Incumbent will manage administrative tasks associated with volunteer events, recruit and communicate with volunteers and occasionally oversee volunteer events.

DUTIES:

Assists in volunteer management by recruiting, placement, training, and retention of volunteers.

Coordinates with staff to identify appropriate tasks for volunteers.

Tracks volunteer participation and produces accurate reports as needed.

Effectively communicates with prospective and registered volunteers regarding volunteer opportunities via phone, email, press release, social media, and other channels.

Assists in planning, administrative preparation duties, execution, and follow up of events such as volunteer workdays.

Assists in event and volunteer management and coordination the day-of volunteer events.

Coordinate with new and existing community partners to build lasting relationships.

Assist with planning and executing an annual volunteer recognition initiative.

Assists in organizing, implementing, and participating in public events, SWCD annual meeting, as needed.

Updates and helps maintain department website, social media presence, publicizing office activities and programs, press releases including posting public events information as needed.

Answers telephone and greets office visitors, providing information and assistance, and responds to inquiries or directs inquiry to appropriate staff or partners.

Assists other SWCD personnel with programs as needed.

Maintains records of activities, contacts, and progress. Prepares/submits monthly narrative of activities for SWCD Board, making a written report, oral presentations, and comments as appropriate.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and a minimum of two years of experience with education/outreach programs, volunteer management, communications, marketing or equivalent combination of education and experience.

Working knowledge of standard English grammar, spelling, and punctuation, and to prepare reports.

Ability to effectively communicate orally and in writing with co-workers, other county departments, homeowner associations, stakeholder groups, SWCD Board, related agencies/departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to learn and understand the basics of SWCD policies, procedures, and legal requirements; natural resource, conservation planning, plant sciences, soils, water quality practices, farm operations/management, urban agriculture, gardening, pollution prevention, and storm water management; and ability to apply this knowledge to projects and programs.

Ability to properly operate software programs and standard office equipment such as calculator, computer, copier, printer, fax machine, and telephone.

Ability to count, compute, and make arithmetic simple calculations.

Ability to file, post, mail materials, and maintain accurate records.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to work alone with minimum supervision. Ability to work with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for meetings and training.

Ability to drive work truck, education trailer, or equipment within county and across the state.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to department policies and procedures. Incumbent receives moderate supervision, with priorities determined primarily by service needs of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, SWCD Board, homeowner associations, stakeholder groups, related agencies/departments, and the public for purposes of exchanging information, and explaining policies and procedures.

Incumbent reports directly to SWCD **Conservation Administrator**.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, walking/standing for long periods, walking on uneven terrain, pushing/pulling objects, lifting and carrying up to 50 pounds, speaking clearly, close/far vision, hearing communication, and occasional exposure to adverse weather conditions. Incumbent loads and transports district equipment and trailer to work sites within and outside of county. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Conservation Technician & Outreach Assistant for the Soil and Water Conservation District of Hamilton County, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date