



## JOB DESCRIPTION

Title: **VOLUNTEER COORDINATOR**

Department: Police

Class Code: 6610

FLSA Status: Non-Exempt

Effective Date: July 1, 2017

Grade Number: 12

### GENERAL PURPOSE

Under the supervision of a Sergeant or Lieutenant, recruits and trains volunteers to assist the Police Department in providing advocacy and crisis response.

### EXAMPLE OF DUTIES

- \*-- Recruits volunteer victim advocates through advertising, public service announcements, newsletters, local newspapers, community postings and presentations.
- \*-- Obtains background checks and applications for prospective volunteers.
- \*-- Plans and facilitates ongoing training for volunteers and staff, as well as coordinates with outside agencies to provide initial and ongoing training.
- \*-- Maintains accurate volunteer personnel records.
- \*-- Maintains consistent contact with volunteers in order to coordinate, gather input on program and prevent volunteer burn out.
- \*-- Responsible for being on-call; must be able to respond to crime scenes, crisis line or telephone calls.
- \*-- Assists with making contact with victims of crime.
- \*-- Partners with victim advocates on special projects and case load.
- \*-- Reviews and assesses violent crime reports as reported to Police.
- \*-- Responsible for keeping required grant statistics.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in Social Work, Psychology, Behavioral Science, Criminal Justice, or a related field and one (1) year of related experience working with victims of crime and experience working with and/or supervising volunteers, OR any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver's license with a good driving record.

### Necessary Knowledge, Skills and Abilities

- Knowledge of police terminology and practices; municipal and state laws; police records procedures; information and privacy laws.
- Knowledge of computer programs such as Excel and Microsoft Word.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet and database software; computer, copy machine, printer, shredder and telephone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.