



City of Waukesha

Volunteer Coordinator **Part-time (.5) - 20 hrs/wk**



The City of Waukesha is accepting applications for the position of Volunteer Coordinator with the Waukesha Parks, Recreation & Forestry Department.

Position Summary: Performs professional work at the administrative level to coordinate the volunteer program for all service areas of the Parks, Recreation & Forestry Department.

Examples of Duties:

1. Develops and coordinates systems for recruitment, training, placement, supervision, evaluation and retention of PRF volunteers.
2. Develops and maintains a Volunteer Management Manual.
3. Coordinates volunteer job/position descriptions related to level of responsibilities.
4. Coordinates and assigns community volunteers with PRF volunteer positions.
5. Develops community partnerships to increase volunteerism with PRF, including liaison with United Way Volunteer Engagement Program and Corporate Volunteer Programs.
6. Supervises and evaluates volunteers and volunteer projects as assigned.
7. Coordinates the Adopt-A-Park program, in conjunction with WPRF Friends Group.
8. Facilitates the promotion/marketing of volunteer opportunities and completed events to increase public awareness and participation.
9. Develops a formal plan and procedure for volunteer recognition.

Minimum Qualifications:

1. Bachelor's Degree from a four (4) year accredited college or university in Parks, Recreation or Forestry Management, Public Administration, Communications, or other related Liberal Arts Field.
2. Three (3) years of progressive, responsible experience in the management of volunteers required; parks/recreation/forestry setting preferred.
3. Ability to pass a drug screen.
4. Valid driver's license with excellent driving record; obtain First Aid and CPR certification within 6 months of employment.

Normal Hours of Work: This position is scheduled for an average of 20 hours per week. Hours will generally be worked during normal office hours of Monday thru Friday, 8:00 am – 4:30 pm. Some evenings and weekends as required.

Salary/Benefits: Exempt position, starting minimum annual salary - \$23,920; position benefits include prorated vacation, sick and holiday pay.

Application Process: Applicants **MUST** submit a City of Waukesha application. Mail to Human Resources, room 205, Waukesha City Hall, 201 Delafield Street, Waukesha, WI 53188 or fax (262) 650-2572 by 4:00 pm, January 6, 2012. Application available at www.ci.waukesha.wi.us/web/guest/hrforms EO/AE. Selected applicants will be notified.

Application Deadline: Friday, February 17, 2012 at 4:00 pm.