

**Cetronia Ambulance Corp
Job Description**

Job Title: Volunteer Coordinator

FLSA: Volunteer

Job Number:

Responsibility To: Chief Executive Officer

Date: 10/17/2011

Purpose: To supervise the volunteer function at Cetronia Ambulance Corps and provide direction, coordination, and consultation for volunteer functions within the organization

Essential Job Functions:

- Develop, promote, and maintain volunteer opportunities within the organization
- Work with department heads to assess needs for volunteer assistance
- Assist with recruiting required number of volunteers needed for both long term and short term commitments
- Co-Facilitate and support orientation and training of all volunteers
- Organize and participate in volunteer recognition programs and special events
- Continually evaluate program by soliciting regular feedback from volunteers to ensure effectiveness of program
- Act as the point of contact for volunteers

Knowledge

- Previous experience managing volunteers and volunteer programs
- Knowledge of evaluation techniques related to programs that involve volunteers

Technical Skills

- Leadership and Problem solving
- Providing guidance to associates
- Communicating effectively at all levels, both orally and in writing

Behavioral and Physical Skills

- Work independently
- Exercise sound independent judgment
- Anticipate and identify problems and take initiative to solve them

Certification(s) and/or License(s)

- Valid Pennsylvania Drivers license