SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Volunteer Coordinator

Revision Date: 06/06
EEO Code: Protective Service
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Victim Advocate Program Coordinator, recruits qualified victim assistance volunteers, assign follow-up victim contact to volunteers, coordinates and facilitates monthly training for volunteers, facilitates volunteer training. Assist victims through the court process. This position is funded by a federal grant, and continuation of the position is dependent upon continuation of the grant.

III. Essential Duties

- Recruit volunteer victim advocates through advertising on Sandy News Channel, public service announcements, Sandy City newsletter, local newspapers, and community postings
- Obtain background check and applications for prospective volunteers
- Plan and facilitate monthly ongoing training for volunteers and staff, as well as coordinate with outside agencies to provide initial and ongoing training
- Maintain accurate volunteer personnel records
- Maintain consistent contact with volunteers in order to coordinate monthly schedule, gather input on program and prevent volunteer burn out
- Create monthly newsletter about volunteer program and distribute to volunteers and staff

IV. Marginal Duties

- Review and assess violent crime reports as reported to Police
- Assist with grant preparation.
- Act as legal advocate for victims in Justice Court proceedings by preparing victims for court appearances
- Monitor court activity by tracking dates and times for arraignments, preliminary hearings, pre-trials, sentencing and appeal actions; inform victims and of court dates and status of cases
- Preform other duties as assigned

V. Qualifications:

Education: High school diploma or equivalent; must possess a Valid Utah Driver's License with a good driving record.

Experience: Prefer 18 months experience; working with and/or supervising volunteers

Knowledge of: Police terminology and practices; municipal and state laws; police records procedures; information and privacy laws

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others; some information available to this individual falls under the "Right to Privacy Act" and must be protected from the general public.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contacts with other enforcement agencies and courtroom personnel; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and

influence people;

Tool, Machine, Equipment Operation: Frequent use of computer, copy machine, printer, shredder, and telephone.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions.

VI. Working Conditions:

Great mental effort is required daily; some mental stress may be experienced because of the clientele involved; assignments are broad and performed with little or no supervision; public contact in recruiting volunteers, explaining the program and volunteer opportunities.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.