CLASSIFICATION: Volunteer Program Coordinator
PAY RANGE: H-5
BARGAINING UNIT: Local 1849

Position Title: Volunteer Program Coordinator
Date: January 22, 1998
Reports to: WSU Extension Director
Department: Extension Office
FLSA Status: Nonexempt

BASIC FUNCTION: The employee occupying this position is responsible for providing program support for WSU Extension's Master Gardener, Livestock Advisor and Food Safety Advisor volunteer outreach programs.

Work is performed independently under the general direction of the County Agent with unusual or sensitive problems being referred for concurrence or resolution. The employee has significant discretion within existing policies and regulations in the routine performance of duties. Work is reviewed through consultation, observation, and on the basis of results achieved for quality, accuracy and accomplishment of goals.

MINIMUM QUALIFICATIONS: Bachelors degree required and two years of progressively responsible administrative/program support work including experience with community volunteer programs; OR any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Must have a valid Washington State driver’s license.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Provides detailed information and assistance to the public about Community Horticulture, Food Safety, and other volunteer programs by phone, correspondence, electronic means, or in person.
*2. Assist with screening and recruitment for volunteer Master Gardeners, Livestock Advisors, Food Safety Advisors, and other outreach volunteers in compliance with WSU enrollment procedures.
3. Coordinates beginning and advanced training opportunities for volunteers that will increase their skills and enthusiasm for working with the public. Work as a team member with other counties in the NW area of Washington.
*4. Prepares correspondence, monthly newsletters, press information and other mailings.
*5. Provides feedback on the needs of the Master Gardener, Food Safety Advisor, and other volunteer programs to WSU Extension faculty regarding program priorities, directions and resources.
6. Assists in new and continuing program development to meet needs of the residents of San Juan County.
*7. Maintains current and accurate records of volunteer program activity for administrative use or report preparation.
*8. Provides consultation and support for WSU volunteers as needed.
*9. Provides volunteer recognition through organized public activities.

*10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**PHYSICAL AND MENTAL REQUIREMENTS:** Frequent sitting standing and walking. May occasionally be required to lift objects weighing 20-30 lbs with both hands and arms. This position requires continuous hand and finger movement, and visual acuity at 20 inches. The employee must be able to talk and to receive and understand written and oral communication and given written and oral instruction.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>0.5</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>3.0</td>
<td>X</td>
</tr>
</tbody>
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**WORKING CONDITIONS:** Work is performed in an office environment and at community settings. Employee must have transportation and be able to attend occasional evening and weekend meetings. Travel to meetings and training sessions on other islands and around the state will be necessary at certain times of the year.