

Central Virginia Planning District Commission Classification Description

Classification Title: Volunteer and Training Coordinator
Department: Workforce Development Board
Supervisor: Workforce Development Director
Pay Grade: 108 - \$18.00 - \$20.00 hourly DOE
FLSA Status: Non-Exempt/Part-time (25 – 28 hours/week)

General Statement of Job

Virginia Career Works-Central Region is the public workforce delivery system for the Central Virginia Workforce Development area that includes the counties of Amherst, Appomattox, Bedford, Campbell and the City of Lynchburg. VCW-Central Region envisions developing a customer-focused workforce system that supports regional prosperity through efficiently developing the talents of individuals to meet the employment needs of our region. It is VCW-Central Region's mission to serve as the primary connection between our two customers—businesses and jobseekers—ensuring demand is met with a highly-qualified supply of applicants. VCW-Central Region provides career development services for youth and adults with limited or no career experience who may have barriers to employment. Many individuals served through VCW-Central Region need guidance and mentoring to explore viable career options through experiential and project-based learning. The Volunteer and Training Coordinator will connect interested volunteers with workforce development focused opportunities for volunteer training, mentoring and special career engagement events.

Specific Duties and Responsibilities

Essential Functions:

The Volunteer Coordinator will support our Workforce Development System by:

- Recruiting and training qualified volunteers for mentoring and special events,
- Coordinating career-focused mentoring for all ages,
- Providing training and coordinate workforce readiness programs for youth and adults.

The Volunteer Coordinator will:

- Understand who the stakeholder's organizations are,
- Understand the needs of the stakeholders and how volunteers can meet those needs,
- Recruit and retain volunteers from a variety of sources,
- Build job descriptions for volunteers so they know what is expected,
- Develop training programs for volunteers.

Knowledge, Skills, and Abilities

Excellent organizational skills and coordination abilities.

Ability to communicate with people from diverse backgrounds and experience.

Experience coordinating volunteer and/or paid staff.

Experience in volunteering locally and/or internationally.

Experience in recruiting through various channels including web-based and social media outlets.

Working knowledge of databases and MS Office, especially Excel.

Must have a pleasant, outgoing, customer focused personality.

Education and Experience

Prefer formal education in business administration, human resources, social sciences or relevant field. Ability to work effectively with high school and college age students.

Provide your own transportation and have or able to obtain a valid driver's license issued by the Commonwealth of Virginia and acceptable driving record.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; regularly required to sit for long periods of time, and to use fingers and hands to operate equipment and to gather, sort and process documents. Occasionally required to stand, walk, stoop, kneel and crouch, and to lift up to 25 pounds. Vision requirements include close vision and ability to adjust focus. Other requirements regarding talking, hearing, lifting and vision are dependent on work assignment.

Date Approved: July 22, 2019

Date Amended: