

## **VOLUNTEER COORDINATOR – FULL-TIME**

***A COMPLETED APPLICATION IS REQUIRED TO BE CONSIDERED FOR EMPLOYMENT.  
Our application is available on our website ([www.waynecsb.org](http://www.waynecsb.org))  
under the Employment Opportunities tab.***

Wayne County Children Services is looking for applicants who want to make a difference in the lives of children and families in Wayne County, Ohio.

Our Volunteer Coordinator is responsible for scheduling, directing and supervising the agency's Volunteer Services programs, coordinating community events, and providing general support to the Family Support Services Unit.

### Qualifications

- Full-time - 40 hours per week including some evening and weekend hours as needed.
- High School Diploma or Equivalent.
- Prior volunteer experience, prior supervisory experience, and experience planning and organizing events preferred, or an equivalent combination of education, training or experience.
- Valid Ohio Driver's license with an acceptable driving record in accordance with the agency's Driving Record Check policy and ability to provide safe, reliable transportation.
- Must own, lease, or have immediate access to safe and reliable personal transportation to use for work related responsibilities when an agency vehicle is not available, including the transportation of children and/or adults.
- Must pass a background check and drug/alcohol screen.

### Knowledge, Skills & Abilities Needed to Perform the Essential Duties of this Position

- Operation of volunteer programs including recruitment, screening, training, supervision, evaluation and recognition.
- Marketing principles, methods and strategies.
- Knowledge of event planning and organization.
- Correct use of grammar, punctuation and spelling.
- Ability to develop and maintain positive relationship with volunteers and agency staff.
- Ability to see, accept and follow directions.
- Ability to communicate effectively in written and oral form.
- Ability to work independently.
- Ability to prepare meaningful, concise and accurate reports.
- Ability to prepare and adhere to a yearly budget.
- Ability to handle and keep confidential information.
- Ability to model effective interactions and communications in cross-cultural situations.
- Knowledge of basic computer operation, including but not limited to word processing.

Salary for this position is \$12.99 - \$16.88 depending on experience.

Benefits Offered Include: medical, prescription, dental, optical and life insurance; flexible schedule; fleet of vehicles for work related transportation; paid vacation, sick leave, personal time and holidays; Ohio Public Employees Retirement System; cell phone stipend; employee assistance program, wellness program.