

EAST BAY REGIONAL PARK DISTRICT

PUBLIC SAFETY VOLUNTEER COORDINATOR

GENERAL FUNCTION

Under general supervision, to coordinate the activities of all volunteer programs for the District's Public Safety Department.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

Plans, develops, and coordinates volunteer services programs. The primary role of this position is to coordinate the volunteer programs for the Public Safety Department, including: Trail Safety Patrol (bicycle, mounted, hiking, and companion dog units), Fire Department volunteers, Flight Medics, and Reserve Police Officers. Conducts meetings to brief volunteers about District policies and programs, ascertains training, equipment, or supply needs, trains and recruits volunteers. Assists District staff in the provision of volunteer opportunities. Provides crime trend analysis; utilizes CAD-MIS data; coordinates Park Watch and CPN (Crime Prevention Notice) programs; and makes recommendations to unit supervisors regarding areas of on-going crime activity, trail conflict issues, and deployment of personnel and volunteer groups to address these issues. Keeps statistics, maintains volunteer hours and service records, compiles information, writes monthly reports and the Annual Trail Report. Coordinates and submits reports to the General Manager and Board of Directors. Maintains rosters of active volunteers. Manages volunteer newsletters. Serves as chair for the Volunteer Coordinators' Forum and performs other functions related to volunteer services.

OTHER FUNCTIONS AND DUTIES

Recruits, interviews and places volunteers; supervises, trains, evaluates, and counsels volunteers. Schedules in-service training; coordinates volunteer recognition activities to stimulate, motivate and show appreciation for volunteers; maintains computer database. May functionally supervise other District staff when applicable to volunteer services. Oversees budgets relevant to volunteer services. Provides centralized communication about volunteer services to the Board. Prepares a variety of correspondence; markets and promotes volunteer opportunities; attends community outreach events to promote volunteer support; serves on volunteer committees; works closely with volunteer coordinators and other staff of the District, providing coordination and support; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree in Parks and Recreation, Sociology, Counseling, Public Administration, or closely related field.

Experience: One year of professional level experience performing administrative work in the fields mentioned above. Volunteer experience is desirable.

Substitution: Successful work experience may be substituted for all or part of the educational requirement.

KNOWLEDGE, SKILLS & ABILITIES

Excellent verbal and written communication skills. Knowledge of the principles of volunteer training and supervision; marketing and public relations. Effective coordination and organizational skills; computer skills. Ability to motivate and encourage volunteers. Ability to analyze problems and situations and develop appropriate course of action. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, of all ages, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. Must be able to work weekends, holidays and nights, as required.

REPORTS TO: AGM, Public Safety or designee

Employment Category: PA, Salary Range Effective 10/01/02, (\$4,455.24 - \$5,203.33/Mo.)
Approved by General Manager: December 9, 2002
Adopted by Board: December 3, 2002, Resolution No. 2002-12-253

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