



Classification Summary

Provide effective liaison and support services to community-based volunteers and organizations to promote successful community relations programs for the District.

Distinguishing Characteristics

Distinguished by the requirement for knowledge of community relations program operations, and recruiting, training and overseeing volunteers.

Supervisory Relationships

Reports to the Special Assistant for Community Relations or to the Education Services Supervisor depending on the specific program assigned. May provide technical oversight to volunteers.

Examples of Duties

1. Develop volunteer and community support resources, including recruiting volunteers to serve in advisory or support roles on District programs such as Big Brother/Big Sister and Business School Partnerships; contacting business leaders, service organization leaders and individual citizens to explain the District's community-based programs; interviewing and placing volunteers and assisting with their orientation and training.
2. Monitor and evaluate volunteer and community relations programs. Review periodic reports of program results, analyze budgets and expenses, reallocate budget funds as needed to assist in project success, and provide assistance such as counseling and resource library materials.
3. Publicize District community relations program through writing or editing periodic newsletters, bulletins, articles and brochures.
4. Plan and assist with special events and programs including preparation of agendas, organizing participants and arranging facilities and materials.
5. Maintains regular and prompt attendance.
6. Performs other related duties as assigned.

Required Knowledge, Skills And Abilities

1. Knowledge of District community relations policies and programs.
2. Knowledge of volunteer organizations and programs, public and community relations, and methods of organizing and leading volunteer or public service groups.
3. Ability to make effective direct personal contacts, presentations and public.
4. Ability in fundamental business principles including work review and budget oversight.
5. Ability in written expression suitable for community-based publications and reports.

Minimum Qualifications for Class Entry

Experience with non-profit, volunteer or private business agencies in public service or volunteer activities or in teaching, with emphasis on volunteer coordination.

Work Environment

Work is performed in the Community Relations office. Incumbents may be required to attend evening or weekend meetings outside the office.