**Volunteer Coordinator**

**Benton County, OR**  
Closes: Open Until Filled

Benton County is currently seeking a Volunteer Coordinator to join the team. This is a position that directly serves the COVID vaccination effort of the County. This position provides plans, develop and coordinate volunteers and is responsible for the standardization and consistency of all aspects of volunteer services including operations, placement, orientation, training and volunteer emergency response.

**Volunteer Operations**  
-Coordinates volunteer services by utilizing consistent standards, as well as maintaining and implementing policies and procedures for the management of volunteers in county departments.

-Collaborate with partnering organizations to assess the volunteer needs onsite and make necessary adjustments.

-Determine job responsibilities and quantity of volunteers needed for each site.

-Identify and report site/volunteers needs.

-Ensure necessary supplies and resources as need.

-Ensure safety measures and protocol adherence. Conduct Safety Briefings for volunteer teams prior to each shift.

-Provide oversight to leads and volunteers, reassign resources as needed.

-Respond to volunteer, patient, and/or partner concerns and complaints.

-Ensure Staff Leads understand their roles and have adequate support.

-Develops and conducts volunteer management training and other related topics for county staff and key volunteers.

-Develops and conducts orientation for new volunteers.

-Oversee volunteer site setup and teardown.

-Ensure volunteers are assigned to opportunities that suit their skill sets, understand their responsibilities and receive the proper training.

-Maintain a supply reserve of hospitality items for volunteers.

-Assist Volunteer Site Manager with daily needs.

Records  
-Create and maintain scheduling and supply links to the PIO and to the current volunteer database.

-Design, organize, and supply Volunteer Site Manager with supporting documents.

-Ensure volunteer documentation is provided to appropriate parties.

-Ensure appropriate information is provided to the appropriate parties. i.e. On-Site Director, PIO (media)

-Review all volunteer positions and ensure essential roles are filled.

-Establish an adequate pool of volunteers through marketing tools such as outreach programs, e-mails, and volunteer databases.

-Gathers and maintains data, analyzes, evaluates and provides regular reports to management on all aspects of volunteer programs to determine if present methods are adequate and effective.

-Maintain county volunteer records database including individual volunteer records, including availability, and skills and position descriptions. Maintain schedule for volunteers.

Emergency Management  
-Works with department management, advisory groups, other government agencies, and nonprofit agencies to coordinate and implement consistent volunteer program goals, standards, procedures and policies.

-Represents the department and/or county in meetings relating to citizen participation; maintains positive public relations through contacts with community businesses, private and public foundations, and other appropriate community resources.

-Works closely with emergency management and community agencies to facilitate the effective coordination of volunteers during a community-wide emergency.

-Serve on committees, recruit volunteers, work with local volunteer groups and promote county emergency response planning programs and planning.

-Actively participate as a key member of the county emergency response team(s) and/or committee(s) for a collaborative and integrated approach to emergency management.

*Minimum Qualifications*:

-Bachelor's degree in communication, public administration, business administration, public health or a closely related field AND One year of work experience coordinating volunteer program or providing oversight of large groups of volunteers.

Website: [Volunteer Coordinator](https://www.governmentjobs.com/careers/bentonor/jobs/3011129/volunteer-coordinator-pc41?page=3&pagetype=jobOpportunitiesJobs)   
Phone: (541) 766-6081