



City of Casa Grande

Police Volunteer Coordinator

GENERAL PURPOSE: Under general supervision, performs administrative work in planning, organizing, coordinating, and supervising volunteer programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, and coordinates volunteer activities in accordance with established policies.
- Analyzes the volunteer program needs and assigns volunteer resources for maximum effectiveness and cross-training.
- Develops training criteria for programs; trains volunteers, monitors activities, and assists in their duties as necessary.
- Provides community outreach services to promote the volunteer program, raise awareness of criminal justice issues, and recruit volunteers.
- Supervises, trains, and evaluates volunteer personnel; orders supplies and equipment.
- Coordinates and assists special community activities.
- Maintains records and files; performs administrative duties as required.
- Manages special projects and awards programs as directed.
- Responds to requests for information; provides technical information as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
PoliceVolunteerCoordinator.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Criminal Justice or related field, and three year's experience in law enforcement programs; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Police Department organization and operations.
- Knowledge of techniques and practices of volunteer recruitment.
- Knowledge of the principles of record keeping and records management.

- Skill in Public Relations.
- Skill in organizing and prioritizing multiple tasks and projects.
- Skill in establishing and maintaining effective working relationships with City staff, outside agencies, volunteers, and community services personnel.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.