



Human Resources

Job Description

[Back](#)

JOB DESCRIPTION: CITIES OF SVC PRG COORD-CONT

BENEFIT GROUP: CM

JOB CODE: XAAM2

PAY GRADE: NB109

AUTHORIZED STRENGTH: 1

PAY RANGE: Min: \$40,218.36 annually
Mid: \$50,320.45 annually
Max: \$60,422.54 annually

NATURE OF WORK:

Through the Cities of Service grant, the City will work with Volunteer Florida and local community organizations to develop a comprehensive plan and coordinated strategy that matches volunteers to youth crime prevention and education programs. The incumbent in this position will perform administrative and community outreach work with responsibility for planning, coordinating and implementing the Cities of Service program. Primary duties include conducting public awareness campaigns to educate and inform the community of Cities of Service program opportunities and encourage participation; planning, organizing and coordinating assignments; determining and implementing program needs; recruiting, screening and placing volunteers, maintaining records, developing rewards and incentives to maintain existing volunteers to sustain Cities of Service program goals, and monitoring and assessing the program's effectiveness. Performs professional and administrative work related to seeking, writing, administering and monitoring federal, state and private foundation grants in support of the Cities of Service program. Work is performed under the general supervision of the Chief Service Officer and is reviewed periodically through conferences, reports and results achieved.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Manages, plans, coordinates and schedules Cities of Service program activities. Conducts public awareness programs regarding partnerships and volunteer opportunities in an effort to generate Cities of Service program interest and participation. Participates in the design and implementation of new/expanded partnerships to support the Cities of Service program. Researches Cities of Service program needs and recruits, screens and places volunteers in appropriate programs based on assessment of skills. Monitors and evaluates Cities of Service volunteer programs to assess effectiveness. Maintains records utilizing personal computer; analyzes data and recommends new or expanded programs. Conducts orientations to acquaint volunteers with the program's mission, goals and objectives, and rules and regulations. Provides support and training as required. Identifies grant opportunities via web research, listservs, networking and other methods. Writes grant applications concisely, persuasively and in a manner that meets the requirements of potential funders. Effectively engages community partners to plan collaborative projects.

Conceptualizes how potential grants can be translated into quality programs that align with Orlando's Cities of Service mission. Administers, monitors and reports on grants that are received. Plans, develops and administers an award/incentive program for volunteers. Monitors budget for supplies, mileage, and award program. Performs other related duties as needed to facilitate the accomplishment of the program's goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of community agencies that offer and utilize volunteer services. Knowledge of basic accounting, bookkeeping practices, and budget preparation. Knowledge of non-profit agencies, community-based organizations, faith-based institutions, business resources and schools and corporations that offer volunteer services, educational, cultural and recreational programs and their organization's overall functions. Knowledge of departmental rules, regulations, policies and procedures. Knowledge of office management practices and standard operating procedures. Ability to develop, write and administer various projects, programs and grants in an efficient and effective manner. Ability to effectively plan, coordinate, and schedule various activities. Ability to monitor and evaluate program effectiveness, and to recommend new or expand existing programs. Ability to establish and maintain effective working relationships with civic and community groups, businesses and philanthropies, law enforcement officials, government agencies, and the general public. Ability to present programs and ideas orally and in writing and to speak effectively to public groups and civic organizations. Ability to operate with proficiency personal computers, Microsoft Office programs, internet and other standard office equipment. Ability to create content for and effectively use social media and the internet.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Communication, Public Relations, Public Administration, Business Administration or related field plus three (3) years experience in social services, community relations, public relations or related field, to include experience in developing and administering community-based programs, coordinating volunteers, grant administration, project management and supervision and public speaking; or an equivalent combination of education, training and experience. Knowledge of personal computers, social media and the internet required. Valid Florida Driver's License required. Must pass police background investigation which includes polygraph examination.