

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Volunteer Coordinator
DEPARTMENT	Parks And Recreation
UNION:	114
SG:	10
CS:	Yes
FLSA:	Y
EE04CODE:	PP

NATURE OF WORK:

Plans, organizes, coordinates and leads projects and programs within the City's parks, trails and open space areas. Develops goals for volunteer programs, defines projects, works with volunteer groups, City staff and individuals, and coordinates work activities. Promotes the volunteer program by providing information to citizens, schools, and organizations. Oversees temporary staff.

DISTINGUISHING CHARACTERISTICS:

This is a unique position within the Parks and Recreation Department which combines knowledge of native plant communities, wildlife principles, and development and maintenance of parks and trails with the ability to promote and lead programs whose participants are citizen volunteers.

SUPERVISORY RELATIONSHIPS:

Reports to the Parks Grounds Maintenance Manager. Works with limited supervision after receiving project approval. Works under applicable City and Department policies, procedures and regulations. Establishes work sequences and supervises volunteer activities within approved program.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and coordinates volunteer projects within City parks and City-owned open space areas. Identifies, and works with other staff to identify, projects which are suitable for volunteer work. Recruits volunteers for projects. Coordinates with other Departmental staff to provide staff resources, materials and equipment support needed for the various projects. Develops goals for volunteer programs consistent with Departmental goals to facilitate maintenance and enhancement of the City's parks, trails and open space areas. Cooperates with other Parks staff to coordinate and schedule volunteer site preparation, planting, weeding and cleanup for park and trail projects and programs.
2. Recruits, trains and provides direction to volunteers at project sites. Monitors the work of volunteers.

3. Promotes and coordinates volunteer adoption of the maintenance needs of parks and trail segments within park areas and City-owned properties.
4. Produces written program materials and promotes and publicizes programs. This includes preparing and distributing press releases and newsletters; determining copy, layout and distribution of flyers; preparing and presenting slides, videotapes and handouts; and representing the Department as a community liaison.
5. Monitors program expenses and coordinates expenses with staff responsible for various program budgets. Assists other staff members in developing program budgets by researching budget needs and expenditures, and supplying cost information regarding volunteer program needs.
6. Works with other Department staff in identifying resources including, but not limited to plants, labor, materials and funding to augment the Volunteer Program.
7. Maintains a computerized management record of volunteer hours and activities. Submits annual report to Parks and Recreation Department management.

ADDITIONAL WORK PERFORMED:

1. Performs other duties related to Parks and Recreation programs as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Parks, trails, open space development and maintenance, and native plant and animal communities.

Skill in:

- Strong leadership skills including the ability to train, motivate and lead others.
- Strong interpersonal skills to work with diverse participants of all ages and abilities.
- Good oral and written communication skills.
- Skills in use of computers and software appropriate to the program.
- Managing and prioritizing multiple tasks, time and resources, and in solving problems.
- Advanced communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with volunteers, coworkers, supervisors, managers, Department Director, the Mayor, City Council and the general public.

Ability to:

- Design, plan, promote and schedule work activities of program participants.
- Follow oral and written instructions and to work independently with a minimum of supervision.
- Ability and willingness to work irregular hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
 - Moving and transporting materials weighing up to 50 lbs. regularly, and more than 50 lbs. occasionally with assistance;
 - Visual acuity to read a computer screen and a typeset page;
 - Fine finger dexterity to operate a computer keyboard and mouse, etc;
 - Communicate verbally, in person and over the phone.

WORKING ENVIRONMENT:

Work is performed indoors (office, schools, public meeting rooms) and outdoors in a variety of public park (developed and undeveloped) areas. Outdoor work includes working outside year round in varied weather conditions and on varied terrain. Some positions may require ability to provide own transportation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two years of programming work experience applying knowledge of native plant and animal communities.
- One year of experience working with volunteers in a park or park-like setting required.
- Previous experience scheduling and coordinating activities desired.
- Experience working with volunteer groups.
- Bachelor's degree in horticulture, biology, environmental education, parks management or closely related field desired.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

PREPARED BY: Leslie Bryson
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2/96

REVIEWED BY: _____
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Director

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COMMISSION ADOPTION: January 9, 2019