

Job Opportunity- Position Closes April 6th at 5p.m.

**Volunteer Coordinator**

Naples, Florida

Salary Range- $33,406.05 - $43,857

Collier County is seeking a Volunteer Coordinator to plan, promote, and implement Domestic Animal Services’ (DAS) Volunteer Program in order to enhance the Division's operational capacity. Recruit, retain, and recognize volunteers associated with the program. Manage the administration, program oversight, annual budget, and marketing of the public relations aspects of the Volunteer Program. Work with various community interests, advisory boards, and the Division Director/Department Head and staff in the planning and implementation of the program.

**Essential Functions:**

Develop and market the Division's Volunteer Program to attract potential volunteers and to establish volunteer work programs. Interview, recruit, screen and select potential volunteers to place within new and existing volunteer positions. Provide orientation and training for new volunteers. Develop and maintain volunteer application records.
Cooperate with Division management to identify organizational needs for volunteers and assigns volunteers to meet those needs. Analyze and resolve issues with volunteers. Request input and evaluation of volunteers' work performance.
Educate the community about Domestic Animal Services (DAS) and the County and the associated Volunteer Program through a series of speaking engagements, school visits and general public contact.

Manage expenses associated with the Division's Volunteer Program budget. Determines funding allocations to ensure smooth delivery of service. Maintain appropriate administrative records including assignments, hours worked, supervisor, job functions performed, etc. Write newsletter to publicize the activities of the Volunteer Program. Author, submit and monitor grant applications associated with the program. Participate as an active member on community boards. Assists advisory board with developing input for the Volunteer Program. Organize, plan, and implement community special events and volunteer recognition luncheons and other recognition activities. Prepare and issue project, program and financial reports to the Division Director/Department Head and other interested management personnel. Report the status of the program, identifies issues and recommends solutions. Evaluates the effectiveness of volunteer operational procedures and program activities

ADA COMPLIANCE
Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Minimum Qualifications:**

High school diploma or GED; three to five years of experience coordinating volunteers in a non-profit environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Fingerprinting required. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805.

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Collier County, located in beautiful Southwest Florida on the Gulf of Mexico enjoys a year-round perfect climate, blue skies, spectacular sunsets, hundreds of miles of soft white sand beaches, and unlimited recreational opportunities.

Interested candidates please apply online at [www.colliergov.net/jobs](http://www.colliergov.net/jobs).

Collier County Government is an Equal Opportunity Employer and maintains a Drug Free Workplace. Veterans and their spouses/ families may receive preferential treatment.