**Volunteer Job Title: VOLUNTEER PROGRAM ASSISTANT**

**General Description**:

Assist the Park Volunteer Coordinator in scheduling volunteers, tracking volunteer hours and

other assigned tasks for the park’s volunteer program.

**Specific Duties:**

 Work cooperatively with Park Volunteer Coordinator to ensure a professional volunteer

program.

 Process Volunteer Applications and file related forms.

 Assist with new volunteer orientation.

 Call or email volunteers to schedule them for special events or work days.

 Work with regularly scheduled volunteers to ensure coverage of work areas.

 Ensure Volunteer Time Sheets are posted at convenient locations within the park and

retrieve them at the end of the month.

 Log volunteer hours into computer data base.

 May assist with monthly reports and computing hours to order volunteer benefits.

 Assist with volunteer recognition events.

 May attend periodic staff meetings.

 Report monthly volunteer hours to Park Volunteer Coordinator.

**Qualifications:**

 Interpersonal skills to interact positively with staff and volunteers.

 Organizational skills to maintain records and volunteer schedules.

 Writing skills for email and minor correspondence.

 Computer skills to handle email and data base program.

 Able to follow directions and take messages.

 Able to work independently and as a team.

**Training:**

 Orientation using Volunteer Orientation/Training Checklist

 VSP Volunteer Manual, supplementary forms and publications