



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

October 14, 2016

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

PROMISE SSL VOLUNTEER COORDINATOR

The Promise Volunteer Coordinator works under the direction of the Deputy Directors; recruiting, training, placing, and tracking all volunteer activity throughout the Promise SSL network at 14 sites

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Volunteer recruitment
 - 1.1 Develop and maintain partnerships with local universities, businesses, faith based organizations, etc.
 - 1.2 Register and attend volunteer recruitment events
 - 1.3 Promote Promise SSL programs and services
2. Volunteer Orientation
 - 2.1 Ensure volunteers follow proper process for enrollment
 - 2.2 Lead twice monthly orientations
 - 2.3 Follow up on background check results
 - 2.4 Clear communication with volunteer and center coordinator on site assignment
3. Monitor Volunteer Placements
 - 3.1 Track volunteer hours
 - 3.2 Follow up on site assignment; ensure volunteers are engaged in service and retention plan is in place
 - 3.3 Conduct an annual volunteer survey/evaluation
 - 3.4 Oversee Community Service Projects (UWSL DOC, Comcast Cares Day, etc.)

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent. Experience with volunteer coordination preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Skills and techniques used in a community learning center programs.
2. Skills in First Aid and CPR; skills in professional office settings, familiar with Microsoft office suite.
3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee

is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Unconventional working hours may be required, including evening and overnight work during in- and out-of-state meets.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Grade: Part-time grant-funded (approx. 18 hours per week)

Wage: \$12 per hour

CLOSING DATE: Open until filled

CITY APPLICATION MUST BE COMPLETED

Application available on website at www.sslc.com.

**Email to HR@sslc.com or fax to 801-412-3276, or apply in person at
CITY OF SOUTH SALT LAKE, 220 E MORRIS AVE, 2ND FLOOR (2430 South)
2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A FINGERPRINT BACKGROUND CHECK
AND DRUG SCREEN**

EQUAL OPPORTUNITY EMPLOYER. THIS ORGANIZATION USES E-VERIFY.