

## Open Position

Program:	<b>Volunteer Network – Santa Rosa, CA</b>
Position:	<b>Program Coordinator</b>
Rate of Pay:	\$20.00 per hour
Hours:	20 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. 401(k) retirement plan immediately, and for matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a> , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.  <b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b>
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

*See our Website for full job description details & to print application*  
[WWW.NCOINC.ORG/ABOUT-US/JOBS/](http://WWW.NCOINC.ORG/ABOUT-US/JOBS/)  
 Equal Opportunity Employer

*We invest in people through community action.*

**North Coast Opportunities, Inc.**  
**413 North State Street, Ukiah, CA 95482**

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Program Coordinator</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Volunteer Network</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>No</b>
<b>FLSA/IWC STATUS:</b>	<b>Non-exempt</b>
<b>WC CODE:</b>	<b>8742</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Under the general direction of the Program Director, coordinates assigned activities and daily operations of the programs and projects included within designated scope(s) of the Volunteer Network.

**II. SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Assist with creating annual program goals, objectives and benchmarks designed to meet community needs.
2. Assist as needed with reporting and fiscal management.
3. Prepare stipend payroll of volunteer service and training, mileage, meals, and related information using computerized systems for tracking and reporting.
4. Negotiate and establish Memoranda of Understanding (MOU's) as directed.
5. Prepare newsletters and media materials to support the outreach needs of the Volunteer Network's programs and projects.
6. Act as a liaison of the Volunteer Network throughout its service areas by attending related community meetings and events.
7. Plan and host volunteer orientations.
8. Coordinate volunteer schedules and service plans.
9. Supervise temporary employees assisting with volunteer programs as assigned.
10. Monitor host sites and supervisors for compliance with program guidelines.
11. Establish new and maintain existing volunteer opportunities.
12. Attend scheduled staff meetings and trainings as required.
13. Recruit volunteers at schools, senior centers, senior housing, fairs, expos, and events, and other locations that target the appropriate volunteer demographic.
14. Perform office duties and responsibilities in a timely, accurate and professional manner including, but not limited to: clerical, tracking and data-base management duties using requisite methods and computer programs; provide related reports as requested; answer phones; make copies; and, respond to inquiries.
15. Perform marketing and public relations-related duties including but not limited to: design and printing of flyers, advertisements and handouts; draft articles for publishing in print and social media outlets; facilitate the distribution of information and publicity materials as needed.
16. Align work behaviors in conformance with NCO's Mission, Vision and Values.
17. Perform other duties as assigned or required.
18. Work habits:
  - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
  - Treats co-workers and clients with respect.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
  - Represents NCO and its programs to the community in a positive light.
  - Is able to stay focused on the job.
  - Takes pride in creating a positive, efficient work environment.
  - Is able to positively adapt to change.
  - Dresses appropriately for the assigned job duties and responsibilities.

## VIII. Job Qualifications:

1. A minimum of two years of related work experience is required; an Associate's degree from an accredited school or an equivalent combination of college education and related experience is preferred.
2. Excellent written and verbal communication skills in English are required; bilingual ability preferred.
3. Ability to work with and provide service to fragile and/or vulnerable clients including senior citizens from a variety of economic, social and cultural backgrounds in an appropriate, sensitive manner.
4. Mathematical skills are required as appropriate for the level of tasks, duties and responsibilities of the position.
5. Exceptional organizational skills and a demonstrated ability to efficiently and effectively manage and prioritize multiple tasks and deadlines.
6. Proficient in use of computers and common software programs for word processing, publishing and data management.
7. Is able to work cooperatively and professionally with coworkers, clients and community members; is mature and able to interact with others in a courteous, tactful manner.
8. Reliable, dependable, completes assigned work promptly, accurately and diligently, arrives on time, able to perform the duties as assigned in a timely manner.
9. For work-related driving, employee must have: a current, valid state-issued driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
10. Offer of employment is contingent upon successful completion of a Criminal Record Clearance that includes at a minimum the FBI, CA Department of Justice and the National Sex Offender Public Registry; candidate results must meet mandated standards.
11. Frequent travel to neighboring counties as well as to occasional out-of-area trainings is a required part of this position.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, and communicate clearly.
2. The employee frequently is required to use hands to finger, handle or feel objects, use tools or controls, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
4. The employee must regularly lift and/or move up to 25 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads – possession of a valid California Driver's License.
7. Interaction and contact with outside agencies, vendors, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*