

## Open Position

<b>Program:</b>	<b>Volunteer Network – Humboldt County</b>
<b>Position:</b>	<b>Program Coordinator</b> (Must enjoy working independently & with seniors)
<b>Rate of Pay:</b>	<b>\$ 18.09 to \$ 22.00 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>Up to 25 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p><b>401(k) Retirement Plan</b>  <b>Paid Health Leave</b>  <b>Paid Vacation and Holidays</b>  <b>Medical, Dental, Vision and Life Insurance</b>  <b>Employee Assistance Plan</b></p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
<b>Application Closing Date:</b>	<b>Open until filled</b>
<b>To Apply:</b>	<p><b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/about-us/jobs/">https://www.ncoinc.org/about-us/jobs/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
<b>Submitting an Application:</b>	<p>By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>          By FAX: 707.467.3213          By mail or hand delivery to: NCO, Inc., Attn: Human Resources          413 N. State St., Ukiah, CA 95482  <i>Applications must be received by NCO by the closing date.          Postmarks are not accepted.</i></p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p><b>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</b></p>	

*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.*

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>PROGRAM COORDINATOR</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>VOLUNTEER NETWORK</b>
<b>REPORTS TO:</b>	<b>ANY QUALIFIED PROGRAM SUPERVISOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>8742</b>

### POSITION OVERVIEW

Under general direction and supervision, this position performs various duties and responsibilities related to the service areas within the scope of the Volunteer Network (VN). Primary responsibilities include interacting with volunteers and members of the community and performing from various economic and societal environments

### JOB DUTIES AND RESPONSIBILITIES

- Provides input toward the development of annual program goals, objectives and benchmarks with a focus on addressing community needs.
- Collaborates with VN team to establish new and maintain existing volunteer opportunities.
- Recruits new volunteers for various locations and service areas.
- Provides volunteer support including coordinating schedules and service plans, and planning and hosting orientations.
- Monitors host sites and supervisors for compliance with program guidelines.
- Performs various clerical and data tracking tasks as needed using established systems.
- Prepares stipend payroll for volunteers, as assigned.
- Acts as a representative throughout VN service areas, attending related meetings and events.
- May assist with promotion efforts for various VN programs. This could include creation and/or distribution of various print or social media items.
- Attends scheduled staff meetings and trainings as required.
- Assists as needed with reporting and fiscal management.
- Negotiates and establishes Memoranda of Understanding (MOU's) as directed.
- Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
- Work habits:
  - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with all applicable Agency and program policies, procedures, and guidelines.
  - Follows the NCO Injury, Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
  - Stays focused on the job.
  - Takes pride in creating an efficient, collaborative work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its programs to the community in a positive light.
  - Dresses appropriately for the assigned job duties and responsibilities.
  - Effectively adapts to change.
- Performs other duties and projects as assigned or required.

### JOB QUALIFICATIONS

#### Education, Training and Experience

- A high school diploma or equivalent is required. A degree from an accredited school in Education, Business, or another service-related field is preferred.
- A minimum of two years of program or service area related work experience is required.

#### Knowledge of:

- Principles and practices of effective interpersonal communications.
- Computer operations necessary to completing the duties of the position including use of the internet and cloud-based systems, email, and spreadsheet programs; familiarity with Office 365 and Microsoft products is preferred.

#### Ability to:

- Motivate and create engagement with other adults and/or children from various economic, social, and cultural backgrounds.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain professional, cooperative working relationships.
- Understand and carry out oral and written instructions.
- Follow guidelines regarding the handling of confidential information and documents.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (English/Spanish) preferred.
- Perform basic business mathematical calculations in an accurate manner (i.e. addition, subtraction, multiplication, and division).
- Organize duties and tasks to meet established deadlines.
- Use established systems for tracking data.
- Perform data entry for brief periods of time.
- Be effective working independently and as a collaborative team member.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Work a flexible schedule to accommodate attending scheduled work events and professional development opportunities.

#### Necessary Special Skills and Requirements:

- For work-related driving, must have a valid California driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
- 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.
- The ability to 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 may be noisy and include the comings and goings of children, families and the general public.

*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.*