

SHAWNEE COUNTY, KANSAS
Position Description
Volunteer & Sponsorships Coordinator

POSITION NUMBER: PR1078B

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs highly responsible professional work developing sponsorship packages and communicating sponsorship opportunities to applicable businesses, groups and individuals. Manages all elements of volunteer program coordination within Shawnee County Parks & Recreation (SCPR) department. Responsible for planning, creating, developing, monitoring, and evaluating the volunteer program. Monitors budget for area of responsibility. Performs other related duties and responsibilities as required. This position is supervised by the Marketing and Communications Supervisor.

WORK PERFORMED

- 35% Sponsorships.** Creates sponsorship packages and opportunities to assist with improvements and maintenance of SCPR amenities. Develops and maintains relationships with current sponsors and seeks new sponsors. Drives the growth and development of current events and finds new opportunities between the department, partners, and the community. Ensures SCPR complies with any sponsorship agreements.
- 35% Volunteer Coordination.** Performs professional work organizing, coordinating, and promoting department volunteer program(s). Develops volunteer recruitment, training, and promotion materials. Assesses the department's needs and meets those needs through screening, selection, placing, scheduling and retaining volunteers. Generates volunteer opportunities and roles based on the needs of the department. Raises staff awareness concerning volunteer roles and promotes volunteering to internal staff and external partners.
- 15% Reporting and Presentations.** Prepares reports to show impact of volunteers and sponsorships on the department and budget. Gives presentations to attract new volunteer groups and sponsors.
- 15% Budgeting.** Prepares and analyzes budgets for volunteer events as well as other related budgets. Assists with invoice preparation for sponsorships and maintaining records.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Effective leadership skills.
- Supervisory responsibilities and effective leadership skills.

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- Report writing techniques.
- Research techniques and the ability to evaluate data.
- Office management, organization and procedures.
- Public relations, advertising and marketing, cost/benefit analysis, budget recovery analysis

Ability to:

- Independently prioritize one's own work and the work of others, including scheduling and assigning staff and resources.
- Plan, assign, and direct the work of others.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate with all divisions on regular basis.
- Understand principles and practices of volunteer and sponsorship programs.
- Communicate effectively, both orally and in writing, using the English language.
- Demonstrate a commitment to customer service by being patient, attentive, and respectful.
- Gain an understanding of the department's mission, vision and core values and how they impact every facet of the Department.
- Apply Shawnee County policies and departmental policies.
- Work with minimal supervision.

Skill in:

- Professional presentation skills.
- Attention to details

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching				X	Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting			X		Twisting	X				Cramped Body Position	X			
Pushing/Pulling			X		Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting			X		Temperature and Humidity			X	

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EQUIPMENT USED

Personal Computer	Photocopier	Office Furniture
Printer	Fax Machine	
Telephone	County Vehicle	

MINIMUM QUALIFICATIONS

- Degree from an accredited college or university in Marketing, Public Relations, Communications, Parks and Recreation Management, Recreation or a related field.
- Three (3) years' experience in those fields. A Graduate Degree in the areas listed above may be substituted for two (2) years of experience.
- Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment background, physical/drug screening, and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/16
Revision History: 08/24