

PLEASE POST CONSPICUOUSLY

November 12, 2009

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Program Aide – Volunteer Coordinator
Department of General Services
Special Events

The **Department of General Services – Special Events** has one (1) vacancy for the position of **Program Aide – Volunteer Coordinator** at a rate of **\$33,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Monday, November 30, 2009.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
MONDAY, NOVEMBER 30, 2009

An Equal Opportunity /Affirmative Action Employer

PROGRAM AIDE
VOLUNTEER COORDINATOR

DISTINGUISHING FEATURES OF THIS CLASS: The primary responsibility of the incumbent in this position, under the direction of the Director of Special Events, is to recruit, train and manage volunteers for numerous large scale City of Albany events. The incumbent is also responsible for designing, implementing and managing new volunteer programs within the City of Albany. Supervision may be exercised over volunteers placed in various city locations. Key to this position is the attainment and retention of 2,000 (+ / -) active volunteers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops, plans and coordinates community outreach initiatives for volunteer recruitment and retention;
- Trains volunteers;
- Develops and implements organizational plan for volunteer duties and responsibilities at city events;
- Assists in the set up and breakdown of Special Events site equipment (i.e., tables, signs, etc.);
- Prepares, edits and distributes quarterly newsletter;
- Identifies new potential volunteer programs within the community;
- Plans, implements and manages selected programs;
- Maintains files;
- Enters and retrieves information in an automated information system;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of organizational and human resource management;
- Good knowledge of community resources and facilities;
- Good knowledge of planning large scale events;
- Good knowledge of computer programs and software applications;
- Working knowledge of office terminology, procedures and equipment;
- Excellent organizational skills;
- Excellent public speaking and communication skills;
- Ability to recruit, coordinate and direct volunteers;
- Ability to plan and supervise the work of others;
- Ability to deal calmly and effectively with co-workers, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;

SEE REVERSE SIDE

- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Marketing, Communications or related field with demonstrated organizational abilities and experience organizing and managing large groups of people; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and (3) years of fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; **OR**
- C. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and (5) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years paid fulltime experience as described in (B) above; **OR**
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) or (D) above.

SPECIAL REQUIREMENTS:

This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions.