

FALL HODGEPODGE VOLUNTEER COORDINATOR

The Town of Signal Mountain is seeking an individual for part-time employment as a Volunteer Coordinator for the 2013 Fall Hodgepodge. Position Summary: Under the direction of the MACC Director, responsibilities include creating a list of volunteer opportunities, listing potential volunteers or groups for each job, work with each person or group through the process of accomplishing each task, and keeping accurate statistics for each group. Hours will vary per week. Attendance at the set-up, break down, and all hours of the event are mandatory. Applicants should possess at least a high school diploma or the equivalent, and must have experience with volunteer supervision and planning. Applications may be obtained by mail by calling (423) 866-2177, or online at www.signalmountaintn.gov. A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 12:00 p.m. on Friday, August 2, 2013. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.



**Town of Signal Mountain
Position Description**

Title: Fall Hodgepodge Volunteer Coordinator
Division/Department: Mountain Arts Community Center

Purpose:

Employee is directly responsible for coordinating volunteer groups for the event known as the Fall Hodgepodge, a fundraising event for the Mountain Arts Community Center. This position is under the supervision of the Director of MACC, and is a part time and seasonal position.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

This position is responsible for the management of the volunteer work force for the Fall Hodgepodge fundraising event, including these specific responsibilities:

1. Working with MACC Director and Hodgepodge Manager, list groups or individuals to locate and secure potential volunteers
2. Work closely with Hodgepodge Manager to determine volunteer needs
3. Assist in the formulation and supervision of volunteer groups
4. Coordinate volunteer data and statistics (scheduling)
5. Perform various other duties as assigned by the MACC Director or Hodgepodge Manager, including willingness to participate in special projects outside defined hours of work until completion of the fundraising event.

Required Knowledge and Abilities:

Knowledge of volunteer management and planning

Ability to work weekends and nights as needed.

Ability to create documents, spreadsheets, presentations, etc., using Microsoft Office products

Ability to plan and prioritize workload

Ability to establish and maintain an effective working relationship with public and other employees

Equipment:

Computer, computer software and other office equipment, communication equipment such as a walkie-talkie

Educational Requirements:

High school diploma or equivalent

Experience Required:

Experience working with supervision of volunteers

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within the department – daily

With employees in other departments – weekly

With employees in other organizations – weekly

With the public – daily

Planning and Scheduling:

Limited – some planning of own activities

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

Working Conditions:

On average 15 percent standing, 15 percent walking, and 70 percent sitting.
Approximately 0-20 lbs. may be required lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – some

Transcription/proofreading – frequent

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – none

Chemicals – none

Noise—none

Physical Effort or Risk—none