

CLASS TITLE: SUPERVISOR OF VOLUNTEER SERVICES

Class Code: 02130200

Pay Grade: 15A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in coordinating all volunteer service activities at a state institution; to arrange the scheduling and programming of visitations by various veteran, civic, patriotic and other service groups to the institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed periodically for conformance to established rules, directions and instructions.

SUPERVISION EXERCISED: As required, may supervise patients, volunteers or others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in coordinating all volunteer service activities at a state institution.

To schedule, prepare for the arrival of and greet various interested persons and groups making visitations to the institution; to conduct such visitors on tours of the institution.

To supervise and coordinate the activities of visiting groups at the institutions during the day, evenings or weekends.

To conduct an orientation and training program for volunteers.

To identify areas of need, and to inform concerned groups of such needs.

To receive and acknowledge gifts to the institution.

To prepare and maintain a monthly schedule of visits.

To correspond with interested persons and groups, answering inquiries and confirming visitation dates.

To type reports and maintain a filing system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the purpose and objectives of state institutions in Rhode Island; the ability to deal with patients, fellow employees and the public in a tactful and courteous manner; the ability to coordinate and supervise volunteer activities; the ability to speak before large and small groups of people; the ability to clearly and precisely express oneself in writing; the ability to type; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of twelve school grades; and

Experience: Such as may have been gained through: employment in a position which involved meeting and dealing with the public.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must be available during the day, evenings and weekends and must possess physical stamina such as to permit the frequent escorting of visitors about a state institution.

Class Revised: December 5, 1976

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