



Job Specification

Job Title: Volunteer Coordinator, Rialto
BCAT Code: 510X FX
Pay Grade: G08

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Under the general supervision of the House Manager, the Volunteer Coordinator is responsible for recruiting, training, and scheduling volunteer ushers for events held at the Rialto Center.

Examples of Duties

- Prepares volunteer brochures and training manuals.
- Prepares training packets for volunteer orientation.
- Conducts volunteer training.
- Schedules ushers for events.
- Tracks volunteer hours and maintains a volunteer database and roster of active volunteers.
- Oversees lobby Ambassadors for “Series” events with a reception.
- Assists in planning volunteer appreciation events.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to direct the work of others.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards

High school diploma or GED and two years of experience in customer service, administrative service and/or house management.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.