

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Educator and Volunteer Coordinator</u>
Sch & Grade	<u>PAT- 9</u>
Class Code	<u>BE27</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Information & Education</u>

PRIMARY PURPOSE:

Develops and coordinates public health emergency response education materials for the 18 counties in Southwest Missouri (Region D). Educates, trains and coordinates local volunteers for public health emergency responses in the assigned geographical area.

SUPERVISION:

Under supervision and direction of the Environmental/Community Health Planner.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares and presents educational materials for promotion of public health activities related to bioterrorism and other assigned priorities in the Region D area.
2. Participates in and coordinates public health volunteer recruitment, training and maintenance in the Region D area.
3. Participates in the development of Region D's volunteer planning. Including development of local volunteer coordinators throughout the Region D area.
4. Assesses volunteer and training needs of partner agencies participating in public health emergency responses.
5. Attends training and meetings and serves on committees as needed, including the unit's 24/7-response team.
6. Develops contacts and liaison within all groups in the community; including minority and special needs groups.
7. Provides personal contact to groups as requested, working to increase preparedness of the Department's community health protection activities and its mission including travel to requested sites for presentations, public speaking or other contact.
8. Assists in reviewing and updating volunteer, training and education plans of agencies within the region annually.
9. Participates in local, regional and state bioterrorism exercises and evaluates those exercises and the volunteer needs regarding public health emergency response.
10. Prepares reports as needed by utilizing computer software applications.
11. Coordinates with other bioterrorism and emergency response team members and health department personnel.
12. Travels to off-site locations frequently to present educational materials and to coordinate public health volunteers.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks such as copying, filing, faxing, etc.
2. Provides technical assistance, training, and consultation to area agencies regarding education, and volunteer management.
3. Researches topics and compile appropriate materials for use in job functions.
4. Establishes and maintains communication capability with the Bioterrorism/Emergency Response Team office of the Health Department through cellular phone contact as provided by the department.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough understanding of the principles of the education process, and its application to public health, terrorism, and volunteer recruitment and maintenance; capacity to assess research findings; thorough understanding of the practice of information transmission to individuals and groups at all levels of socioeconomic backgrounds.

Abilities

Research, organize, prepare, and present information that is scientific and technical in nature; utilize sound, independent judgment; competently operate computer equipment and programs; follow oral and written instructions; prepare and present clear and comprehensive reports; communicate effectively, both verbally and in writing; deal effectively and courteously with individuals and groups at all levels of the organization, including co-workers, the general public, advisory board members, and executives; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s and Health Department’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Education, Communications, Health, Sociology, Psychology or other related field supplemented with 3 years of professional education/communication experience or volunteer recruitment/management experience. Previous and recent experience in volunteer recruitment and organization is desirable.

Physical Requirements

Performs bending, kneeling, sorting, twisting and reaching from ground level to overhead; grips, holds and carries objects weighing up to 30 pounds; pushes and pulls up to 25 pounds; must be able to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. Some work locations may not have controlled heating/cooling or be inside. Extensive travel is foreseen.

Licensing/Certification

See Miscellaneous Requirements.

Miscellaneous Requirements

Incumbent must possess a valid Missouri Motor Vehicle Operator’s License in order to operate a vehicle for the purpose of completing job duties; must provide required liability coverage and personal vehicle. Must be available to organize, attend, or present information at meetings scheduled outside of normal business hours. Subject to emergency call-ins.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5421
Comments:	Updated Abilities	Date: November 1, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____