

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11713537
 POSITION NO: 938173
 POSITION TITLE: _____

DATE POSTED: 03/20/17
 CLOSING DATE: 05/01/17

Volunteer Service Coordinator (S)

DEPARTMENT NAME / WORKSITE: DOH/NAVAJO AREA AGENCY ON AGING - Crownpoint, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>	
WORK HOURS: <u>8AM - 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Plans, organizes, and coordinates a volunteer service program within assigned area of responsibility, coordinates program, and activities; plans and conducts recruitment, completes required documents, conducts and orientation program for accepted volunteers, explains purpose and standards of the program, interprets policies, procedures, and regulations; maintain records of stipends, mileage, and other pertinent information; coordinates with volunteer worksites arrangements for days/hours of service, roles and responsibilities. Recruits, interviews, and assigns volunteers to specific projects, may observe work activities of volunteer to evaluate work performance, confers with volunteer to resolve grievances and promote cooperation and interest, organizes and participates in activities to promote recognition for the volunteers, provides in-service training, arrange for on-the-job and required training, develops proposals, resolutions for program funding and exceptional needs, prepare and maintains required reports and attends meetings.

Be able to work overtime and weekends; may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by thirty (30) college credit hours or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of volunteer services programs, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, policies, procedures, rules, regulation, and guidelines apply to program activities

Knowledge of group leadership, principles, techniques, and in Navajo Culture Philosophy,

Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping data security methods and techniques.

Skill in developing and analysis financial systems, procedures, and controls, budgets and forecasts.

Skill in managing volunteers and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to Arizona, FGP Director and NM State Manager.

Skill in interpretation and explaining policies, regulation and procedures including Tribal, federal and state guidelines.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.