

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: FRIENDS OF THE FOUNDATION (FOF) VOLUNTEER COORDINATOR  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C- 2

OVERTIME STATUS: NON -EXEMPT

#### MAJOR RESPONSIBILITY:

To provide leadership, guidance and coordination to the Friends of the Foundation volunteers in their service to assist the Foundation in its role of providing resources to the college.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High school diploma required with associate degree or higher preferred.
2. Years of experience in field: Minimum of two years’ volunteer experience required. Minimum of two years’ volunteer supervisory experience preferred.
3. Special skills or abilities related to position: Must demonstrate organizational and communication skills. Must be self-motivated and be able to function independently.

#### ESSENTIAL JOB FUNCTIONS:

1. Developing, with the Executive Director of the CF Foundation, annual agreed-upon goals and an annual calendar of FOF programs, activities and fundraising projects.
2. Keeping the Friends informed formally and informally about the priorities and activities of the college and Foundation.
3. Developing programs to recruit volunteers to assist with various social, educational and fundraising projects sponsored by the Friends.
4. Coordinating all FOF programs, activities and services with the Executive Director of the CF Foundation.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Develop specific recommendations to recognize, honor and thank volunteers for their service.
6. Evaluating all programs, activities and fundraising projects for the FOF.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Enterprise Center, Foundation Office

SUPERVISOR OF POSITION: Executive Director of the CF Foundation

Revised 8/11/20  
Revised & Pay Grade change 11/18/08  
Revised 3/17/2008