

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FRIENDS OF THE FOUNDATION (FOF) VOLUNTEER COORDINATOR
(P/T)

PAY GRADE: C- 4

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 the first choice for quality higher education in our community." 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 of volunteer experience required. Minimum of two years of volunteer supervisory experience preferred.
3. Special skills or abilities related to position: Must demonstrate organizational and communications skills. Must be self-motivated and be able to function independently.

ESSENTIAL JOB FUNCTIONS:

1. Developing with the Vice President Institutional Advancement, 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 Vice President Institutional Advancement.

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

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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light (up to 15 pounds) lifting
- Walking
- Standing
- Sifting

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: Vice President Institutional Advancement