

THE CAREER LATTICE

The "steps" in the career lattice are as follows:*

DIRECTOR OF VOLUNTEER SERVICES

The chief paid administrator of a volunteer services department, the Director is part of top administration, and usually reports directly to the executive of the organization.

The Director plans, develops and implements policies, standards and procedures of volunteer participation; plans and organizes volunteer orientation and training; manages the central office, including staffing and record-keeping; develops and directs the budget; promotes public relations and education; participates in professional meetings.

The Director must have experience and education; participates in professional meetings.

The Director must have experience equivalent to a master's degree, plus three years' administrative or supervisory experience.

ASST. DIRECTOR OF VOLUNTEER SERVICES

Under direction of the Director, the Asst. Director carries particular delegated responsibilities. The position requires the equivalent of a master's degree, plus one year administrative or supervisory experience.

PROGRAM DIRECTOR

Under direction of the Director, the Program Director carries delegated responsibilities with special service emphasis (e.g., RSVP, Student Volunteers, etc.).

COORDINATOR OF VOLUNTEER SERVICES

Under direction of the Director, the Coordinator administers a division within a complex organization. The Coordinator plans, develops and implements policies and standards within the division, and manages recruitment, orientation, evaluation and recognition of volunteers in that unit.

ASST. COORDINATOR OF VOLUNTEER SERVICES

Under direction of the Coordinator, the Asst. Coordinator carries particular delegated responsibilities.

*This was taken from the U. S. Department of Labor, Division of classification, Directory of Occupational Titles, Revised 1974.

SUPERVISOR OF VOLUNTEERS

The Supervisor directly supervises volunteers in a particular project or work area and makes evaluative input to the program development and planning process. Working with staff and community groups as assigned, the Supervisor plans and carries out operational responsibilities as assigned, develops specific volunteer assignments, recruits volunteers for those tasks, trains staff and keeps records of donations and services.

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