



Classification Description

Job Title: Volunteer

Pay Grade: UNPAID

Job Code: VOLU

FLSA Status: N/A

Job Purpose

Individuals who volunteer or donate their services generally do so on a part-time basis with no minimum time requirements. They do not volunteer as employees, receive no compensation, and are not considered employees of Florida SouthWestern State College. Volunteers are considered as unpaid independent volunteers and are not entitled to unemployment compensation.

General Responsibilities

Essential Functions

Volunteers are covered under the College's worker's compensation policy if injury occurs while performing approved volunteer duties.

College employees are not allowed to volunteer additional time to do the same work for which they are employed without compensation.

College employees are not allowed to volunteer for positions requiring time away from the position for which they are employed and compensated for.

Each volunteer position will be clearly defined by the department as to qualifications, responsibilities, and limitations of the position.

Volunteers are required to complete a College application through the e-jobs on-line system, be fingerprinted, and supply various personal data including emergency contact information.

Volunteers cannot start assignments until all documents are completed, fingerprint results are received/reviewed, and approval is received by the Vice President, Human Resources.

Enrolled Florida SouthWestern State College students are eligible to volunteer for positions to meet service project/service learning requirements.

Individuals may not volunteer at Florida SouthWestern State College as part of a court-ordered community service program.

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Volunteers shall comply with all Board policies, College procedures, Florida Board of Education Rules, and Florida Statutes...

Performs other duties as assigned.

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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

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- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 30, 2017.