



Job Description: Extension Specialist, Volunteer Development and Management

Role:

Provide administrative leadership for volunteer development and management to all UNH Cooperative Extension (UNH CE) volunteers. The specialist will provide overall leadership in the development of UNH CE volunteer policies and procedures.

Specific Responsibilities:

Volunteer Development

1. Train county and campus colleagues to educate and empower volunteers to assume service and leadership roles within the policies and guidelines of the University.
2. Serve as a resource for timely and relevant information for Extension volunteer programs (e.g. 4-H Youth Development, Master Gardeners, Coverts Cooperators, Community Tree Stewards, NH Lakes Lay Monitors, Marine Docents, County Advisory Councils, Great Bay Coast Watch, and Marine Docents.)
3. Develop and maintain appropriate training curricula and other written and web-based support materials for all UNH CE volunteers.
4. In conjunction with the Assistant to the Dean, develop and provide training materials to enhance Extension's public, political and funding support.

Volunteer Management

1. Working with UNH CE professional staff, and in keeping with the recommendations of the UNH CE Strategic Plan, provide the administrative leadership for the recruitment, selection, screening, training, supervision, evaluation and recognition of UNH CE volunteers.
2. Serve as an advisor to Extension administration providing clear communications regarding policies and guidelines related to volunteerism.
3. Provide leadership for the Criminal Background check process for UNHCE volunteers including: working closely with UNH HR, providing guidance and direction for handling of issues related to discrepancies found in the screening process with extension staff.
4. Provide coordination and leadership for systematic volunteer training in the 4-H youth development program area for regional and statewide trainings.
5. Maintain and keep current a volunteer management policy manual, accessible via the web.
6. Create and provide leadership to a volunteer advisory committee consisting of the volunteer coordinators currently representing all UNH CE program areas.
7. Responsible for ensuring accessible volunteer contact databases exist which identify all UNH CE volunteers.
8. Maintain a volunteer recognition system and support regular volunteer training. Provide

tips and best practice suggestions to volunteer managers for recognition (including IRS regulations regarding recognition).

9. Work with CE staff to identify and provide better access to facilities, equipment and other resources for volunteers to carry out their duties.
10. Working with CE staff, seek and acquire external funding to support volunteer resources, staffing and programs.
11. Provide content for an enhanced web presence for all UNH CE volunteer opportunities and resources to support their role as a CE volunteer or volunteer manager.
12. Determine how volunteer management can become more effective in achieving the desired CE Plan of Work and strategic plan outcomes.
13. Keep staff and volunteers current regarding state and national legislation, as well as all needs, issues and trends in volunteer management and prepare situational data as a basis for program development.
14. Provide leadership and support to volunteer managers and volunteer groups regarding all fiscal and risk management policies and regulations.
15. Involve Extension colleagues, faculty, clientele groups and others in identifying educational program priorities in volunteer management.
16. Develop a statewide Plan of Work that integrates the use of volunteers and effective management of volunteers with annual updates in conjunction with program leaders, field staff, specialists, advisory councils, clientele groups and others.
17. Create annual written impact reports related to volunteerism in UNHCE and provide ongoing media stories highlighting volunteering in Extension.
18. Provide educational opportunities and serve as a resource person to field staff, volunteers, partners and others in volunteer management throughout the state.
19. Develop and implement a professional development plan to enhance staff competence in volunteer management.
20. Ensure representation from diverse audiences, including underserved and underrepresented clientele and ensure compliance with civil rights, affirmative action, and equal opportunity policies.
21. Perform other duties as assigned.

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