



## Position Available

### Volunteer Coordinator

Temporary Intermittent Position (4-6 months)  
Approximately 20-30 hours per week (Monday – Friday)

**Service Area:** Health Planning

**Reports to:** Director of Health Planning

**Pay Range:** Pay Range 23: \$20.40/hour

Under the general supervision of the Director of Health Planning, the COVID-19 Public Health Specialist/Volunteer Coordinator will provide volunteer coordination services for COVID-19 vaccine clinics and related services.

#### Job Responsibilities

- Ensures volunteer management practices are followed for liability assurance
- Develops schedule for volunteers
- Provides timely communication with volunteers and volunteer agencies, and coordinates with ACPH staff to ensure volunteers are assigned to available positions
- Manages volunteer activities at vaccine clinics
- Ensures that new volunteers receive just-in-time training

#### Qualifications

- Bachelor's degree in public health or closely related field preferred; equivalent combinations of education and experience may be considered
- Demonstrated organizational and communication experience
- Valid Ohio driver's license with an acceptable driving record and adequate auto insurance

**WORKING CONDITIONS:** Travel within the health district required. Occasional work evenings or on weekends.

Submit resume and cover letter by **October 22, 2021** to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org)

Posting available at [www.allencountypublichealth.org](http://www.allencountypublichealth.org).

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