

**SUPERIOR COURT OF CALIFORNIA
SAN FRANCISCO PROBATE COURT**

**VOLUNTEER PROGRAM COORDINATOR
JOB DESCRIPTION**

SUMMARY

The Program Coordinator has primary responsibility for the day-to-day operation and maintenance of the Volunteer Guardianship Monitoring Program.

DUTIES AND RESPONSIBILITIES

- * Screen new volunteers
- * Assist in training of new volunteers
- * Assign volunteers to cases, inform them when their cases are scheduled for hearing, and give them the forms necessary to get started on a case
- * Provide supervision and support to volunteers, including answering questions about cases and situations, acting as a liaison with court staff and having regular communication with volunteers
- * Review reporting forms for completeness and need for action
- * On cases requiring action, determine best course of action, referring complex cases on to judge, Commissioner, or other court staff for review when necessary
- * Monitor response of court to volunteer's recommendation and convey information about action taken to volunteer
- * Maintain volunteer records; monitor volunteers' participation in program including number of cases completed and time devoted to program
- * Convene regular meetings of volunteers
- * Conduct periodic evaluations of program
- * Act as liaison between the Volunteer Program and community resources

QUALIFICATIONS

- * Belief in the value of the work of the volunteers
- * Experience in volunteer management
- * Ability to communicate effectively both verbally and in writing
- * Capacity to work with and to motivate volunteers
- * Good administrative/organization skills
- * Familiarity with the guardianship system and court procedures
- * Sense of humor