

Minimum Qualification Specifications  
for the Class:VOLUNTEER SERVICES COORDINATORBasic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledges, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledges, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Two (2) years of responsible professional experience which provided knowledge of principles of human behavior and motivation and techniques of dealing effectively with people in groups and/or individually, and which demonstrated the ability to learn and apply rules, regulations and/or other guidelines; communicate effectively, orally and in writing; and plan, organize and carry out assigned activities independently.

Examples of such experience include, but are not limited to (a) work which involved assisting youth or adults with personal, social, and emotional problems toward their resolution; (b) work experience in a program or organization for the benefit of the community such as with recreation or youth service groups; or (c) work experience in the health services providing medical care and/or therapy services directly to others.

Substitutions Allowed:

Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited college or university with specialization in counseling, psychology, sociology, special education, social work or related fields which would have provided knowledges shown under Experience Requirements above may be substituted for one (1) year of the required experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required: Possession of a valid motor vehicle operator's license.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to applicants who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

-----  
This is an amendment to the minimum qualification specifications for the class,  
VOLUNTEER SERVICES COORDINATOR, to delete the test requirement, effective  
May 1, 2007.

-----  
This is an amendment to the minimum qualification specification for the class  
VOLUNTEER SERVICES COORDINATOR which were approved on October 10, 1969.

-----  
This class is adopted from the State of Hawaii, relative to the transfer of classification  
and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July  
1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: May 1, 2007

\_\_\_\_\_  
JANICE WAKATSUKI  
VP/Director of Human Resources