



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT**

**EMPLOYMENT OPPORTUNITY**

**The Ministry of Rural Development and Local Government invites applications from suitably qualified persons for engagement, on contract, for a period of one (1) year as a National Volunteer Coordinator.**

**NATIONAL VOLUNTEER COORDINATOR**

**JOB SUMMARY:**

The National Volunteer Coordinator will be responsible for implementing the Volunteer Network Programme within the Municipal Corporations. The incumbent will provide guidance and support to the Municipal Corporations in the start-up of their Volunteer Networks; with the recruitment, training and establishment of the National Volunteer Database.

**LIST OF DUTIES:**

Develops and create a National Volunteer Database within the Municipal Corporations to harness community assets and resources thereby providing citizens with the opportunity to contribute to community development;  
Assists and supports the Municipal Corporations with the start-up of their Volunteer Networks with the enrollment, training, and retention of volunteers;  
Reviews policies and update procedures which guide the Volunteer Network Programme;  
Assists with the registration of the Volunteer Networks as Non- Governmental Organizations (NGOs);  
Develops and administers forms and records to document the volunteer activities;  
Orients volunteers to increase their understanding of the Volunteer Network so as to build social connections among different sectors, increase community cohesion and improve volunteer skill set;  
Monitors and coordinates the expenditure for the Volunteer Network Programme;  
Promotes the Volunteer Network Programme to gain community support;  
Establishes and implements a process for evaluating and recognising the contribution of individual volunteers;  
Any other related duties assigned by the Permanent Secretary.

**KNOWLEDGE:**

Knowledge of the principles and practices of public administration, management and /or related technical field.;  
Contemporary working knowledge of policy formulation/ analysis and project management techniques;  
Knowledge of Government operations / NGOs.

**SKILLS AND ABILITIES:**

Ability to work independently.  
Excellent written and oral communication skills.  
Ability to maintain effective working relationships with others.  
Proficiency in the use of computer applications – Word, Excel (Spreadsheets), PowerPoint.  
Ability to function in a demanding work environment.

**MINIMUM EXPERIENCE AND TRAINING:**

Training as evidenced by a recognized University Degree in Social Sciences or related field from an Accredited Institution. Experience in managing/coordinating projects/events. Work as a Volunteer Coordinator would be an asset.

**Applications MUST be submitted with a detailed CV, two (2) references and copies of Certificates  
by May 26th 2017 to:**

*The Permanent Secretary  
Attention: Director, Human Resources  
Ministry of Rural Development and Local Government  
Kent House, Long Circular Road, MARAVAL  
[www.rdlg.gov.tt](http://www.rdlg.gov.tt)*