

**CLASSIFICATION CRITERIA
for Administrators of Volunteer Resources**

The classification criteria are intended to assist employers establish salary ranges for the position and Administrators advocate for better pay. They include twelve key factors to consider when establishing a salary range for a position involving the administration of volunteer resources: the sphere of responsibility, other responsibilities, staff supervision, number of volunteers, volunteer hours, budget, risk management, partnerships, sponsorships, collaborations, program maturity, program complexity, and reporting relationships.

These salary ranges were based upon professional classification analysis carried out at the Health Sciences Centre site in Winnipeg Manitoba, and reality checked with Administrators of Volunteer Resources from across the country at the CAVR Professional development workshop held in Toronto in October 2001. They underwent a second reality check in consultation with CAVR members and available survey material in 2006. The ranges are intended as guidelines only, and should be adapted to reflect labour market conditions as necessary.

CRITERIA	LEVEL 3	LEVEL 2	LEVEL 1
Sphere of responsibility	national/regional/multi site senior official responsible for the function in the organization	Large agency/one site manager responsible for the volunteer program in the organization	Small agency responsible for administering volunteer resources in a small agency or in a specific program within a large agency
Other responsibilities	may be responsible for related functions/ multiple responsibilities, eg. spiritual care, business management, overall management of the organization	may be responsible for some related functions, eg. Fundraising, public relations, communication, marketing, special event planning	Responsible for managing the volunteer resources for the organization
Staff	supervises 5 or more staff	Supervises up to 5 staff	supervises up to 2 support staff
Volunteers – number	in excess of 500 volunteers	250 – 500 volunteers	up to 250volunteers
Volunteer Hours	volunteer hours in excess of 70,000	30,000- 70,000	to 30,000

Budget	over \$300,000	\$100,000 to \$300,000	under \$100,000
Risk	manages high risk activities	Manages moderate to high risk activities	may manage some high risk activities
Partnerships, Sponsorships and Collaborations	Explores and develops partnerships, sponsorships and collaborations with a numerous and varied organizations including corporate, educational institutions, non-profits, and government	Explores and develops partnerships, sponsorships and collaborations with a numerous partnering organizations including corporate, educational institutions, non-profits, and government	Explores and develops partnerships, sponsorships and collaborations, partnerships with several organizations
Program Maturity	New volunteer program Potential for involving volunteers in innovative ways	Well developed volunteer program with scope for enrichment, enhancement	Well developed volunteer program, mainly maintenance
Program Complexity	Highly specialized volunteer roles requiring high degree of training and/or targeted recruitment strategies, eg. Suicide prevention counselors, consumer education, palliative care mediators	Volunteer assignments requiring some specialized training and supervision.	Volunteer assignments requiring little specialized training and supervision, eg. Canvassing, special event, clerical support
Reporting Relationship	Reports to the President, CEO, Vice President, or Chair of the Board	Reports to a Director, Executive Director	Reports to a Manager
Salary Ranges	57,000 plus	42,000 – 57, 000	27,000 – 42,000