

VOLUNTEER COORDINATOR



Communications & Community Involvement

Purpose:

The Volunteer Coordinator organizes the recruitment, training, and support of volunteers for District programs, including procuring and developing required materials and interfacing with District staff and the wider community.

Reports to: Instructional Coordinator

Nature & Scope:

The Volunteer Coordinator performs independent work of a regular nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. The incumbent interfaces regularly with volunteers, students, administrators, teachers, and parents. The work requires a high level of professional decorum, calmness and the ability to serve as a role model to young people. The incumbent does not have supervisory responsibilities, but will provide training and direction to volunteers, staff and students.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provides leadership and direction to District volunteers on specific projects, including providing necessary training and developing required training materials.
3. Plans lessons in coordination with Community Resource Coordinator, including preparing and distributing lesson materials and presenting lesson content to volunteers.
4. Recruits and orients volunteers.
5. Makes presentations to community groups regarding volunteer programs, including developing materials for use in such presentations.
6. Provides instruction about volunteer programs and services to District staff, including conducting workshops and participating on advisory committees to promote volunteer programs.
7. Maintains required records, including calendars and volunteer rosters.
8. Prepares program summary reports.
9. Maintains effective working relationships with District and school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

10. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess GED or high school diploma.
2. Must possess a bachelor's degree.
3. Must possess two years' experience coordinating volunteers or teaching, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
4. In lieu of 2 and 3, must 6 years' experience and education necessary to perform the job.
5. Must possess excellent written and oral communications skills.
6. Must possess a valid Oregon or Washington driver's license.

Working Conditions:

The Volunteer Coordinator works primarily indoors. The incumbent must be able to stand and/or walk for long periods of time. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. Occasional lifting, carrying, pushing and pulling of up to 50 pounds may be required. Occasional attendance at meetings or activities outside of normal working hours is required, as are mandatory training and educational events sponsored by the District.

Work Year: Hourly

Bargaining Unit: OSEA

FLSA Status: Non - Exempt

Date Approved: January 23, 2020

Date Revised: April 15, 2020

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.