

Oak Grove School District

JOB TITLE: **VOLUNTEER COORDINATOR**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist the school in performance of its activities through the use of qualified volunteers, including the recruitment, orientation, and scheduling of volunteers to supplement school programs. Employees in this classification receive general supervision from a certificated teacher(s) and/or school administrator within a well-defined framework of policies and procedures. This job class provides a variety of supports to enhance the educational environment with the District. This job class requires a high degree of positive contact with staff, students and the community.

TYPICAL DUTIES

- Recruits volunteers for the purpose of assisting the schools in its instructional activities
- Schedule and assign volunteers to support various school programs, including literacy and math activities
- Coordinate volunteer activities and/or projects with classroom teacher(s)
- Orient volunteers for the purpose of accomplishing assigned functions as required
- Maintain various records; e.g., volunteer time, files, etc., for the purpose of providing required information and/or documentation
- Prepare documents, reports, certificates, correspondence for the purpose of communicating information to staff, students and the community
- Participates on District committees as appropriate
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

- Knowledge of proper English usage and grammar
- Knowledge of standard office procedures and practices
- Knowledge of pertinent academic areas and learning situations
- Knowledge of rules and regulations related to assigned functions, basic record keeping
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to maintain routine records and files
- Skill to establish and maintain effective work relationships with those contacted in the performance of required job duties

May require:

 Skill to speak, read, and write specified foreign language where required