

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

VOLUNTEER COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of overall school program. Working knowledge of Florida School law, State Board rules and School Board policies. Ability to work with school volunteers, parents, school staff, community and businesses. Ability to use personal computer and applications software.

REPORTS TO:

Chief Human Resources Officer or Designee

JOB GOAL

To involve parents, business people, retirees and other members of the community in the schools to assist teachers, staff, and students as positive role models and advocates for education.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in identification of types of Volunteer Services needed.
- * (2) Recruit, train, place and follow-up all volunteers.
- * (3) Help develop procedures and policies for implementation of volunteer services.
- * (4) Keep accurate, up-to-date records, including registration forms for regular volunteers in the schools and resource persons, as well as, a pool of prospective screened volunteers.
- * (5) Conduct or assist in training sessions for volunteers (adult & student), teachers and other staff members.
- * (6) Maintain direct communication with school volunteer contacts, administrators and other staff members.
- (7) Write grants for volunteer programs.
- * (8) Coordinate incentive, recognition, and motivational programs.
- * (9) Work with businesses to set up partnerships and programs.
- * (10) Publicize the program through newsletters, media coverage, cable announcements, and public speaking to civic clubs, parent groups, and community organizations.
- * (11) Evaluate the program annually through teacher and volunteer survey.
- (12) Follow up with volunteers who drop out of the program.
- (13) Prepare and submit required reports.
- (14) Attend statewide training sessions and conferences.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

VOLUNTEER COORDINATOR (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

Flagler Schools Strategic Framework – Leadership Development