JOB DESCRIPTION

JOB TITLE: Coordinator of Volunteers

Job Family: Instructional/Student Services

Range: 12

Job Purpose Statement/s: The job of "Coordinator of Volunteers" is done for the purpose/s of organizing, maintaining and expanding volunteer activities; performs liaison duties between school and community. Incumbents maintain close cooperation with the principal and instructional personnel to effectively recruit and integrate volunteers into the school program; incumbent receives direct and general supervision from the principal or designee and are funded through the use of School Improvement Program funds.

Essential Job Functions:

* **Meets** with certificated and office staff to determine areas of need to be addressed by volunteers.
* **Recruits** volunteers through the media and through contact with parents, community groups, business, high schools and individuals.
* **Interviews** and assigns volunteers based on skills of the individuals and needs of classroom with principal or designee's assistance.
* **Maintains** reference records of volunteer community resources.
* **Organizes** and schedules volunteer training workshops under the direction of principal.
* **Coordinates** recognition activities for volunteers.
* **Maintains** contact with and utilizes as needed, local business and industry leaders.
* **Participates** in the evaluation of the volunteer program.
* **Participates** in district inservice programs.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year minimum of responsible experience in dealing directly with the public.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding - 3 words per minute. Ability to make public presentations to school and community groups and organizations. Spanish speaking desirable.

  Knowledge of public relations and recruitment strategy; community resources related to classroom application; correct English usage, spelling, grammar, punctuation and math; routine record keeping and report writing; school and district objectives and policies.

  Abilities to understand oral and written instructions; maintain effective personal relationships with community members, business leaders, parents, teachers and school administration. Accept policy guidance, direction and training from principal and funding governance council; prepare and/or present report to staff and Board.

* **Education Required:** High School diploma or equivalent. Some courses in public relations, speech, or similar social science fields.

***** **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.