



1410 SCHOOL VOLUNTEER COORDINATOR

Classification Summary

Develop and maintain a volunteer pool to support education programs. Assess the need for volunteer support, prioritize identified needs, recruit and train volunteers, and maintain volunteer records. Serve as liaison between volunteers, teachers, parent organizations, and staff. Perform other related work as required.

Distinguishing Characteristics

Positions in this job classification are distinguished by the skills needed in recruiting and maintaining a qualified volunteer pool to meet the needs of various educational programs and curriculum areas.

Examples of Duties

(The following are examples only and should not be construed to be all inclusive or exclusive)

1. Develop volunteer support resources by recruiting interviewing and placing volunteers.
2. Provide volunteer orientations and training.
3. Assess school program needs for volunteers and prioritizing these needs to the available volunteer resources.
4. Maintain positive relationships with the general and specific communities which enhances the schools ability to recruit and retain volunteers.
5. Maintain all records pertaining to volunteers and the volunteer program.
6. Provide general and statistical information to various and diverse stakeholders such as a volunteer advisory council, teachers and educational leaders, office staff, and parent councils.
7. Assign and reassign volunteers to educational program areas or otherwise dispatch volunteers.
8. Participate in fund raising activities of a school.
9. Assess the effectiveness of a volunteer program and recommend changes or improvements.

Supervisory Relationships

The incumbent in this position receives formal supervision by a building administrator. Technical supervision may be provided by the school secretary/office coordinator. Incumbents may provide technical oversight of volunteers.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to lead the work activities of others and coordinate diverse activities.
2. Strong interpersonal skills and ability to work harmoniously with diverse client groups.
3. Excellent public relations and volunteer recruitment skills.
4. Ability to effectively communicate, both verbally and in writing.
5. Ability to work with minimum supervision and exercise sound independent judgment.
6. Ability to understand the methods of organizing and coordinating volunteers.
7. Ability to understand and apply district policies pertaining to volunteers and volunteer programs.
8. Demonstrated keyboarding and record keeping skills. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

Minimum Qualifications for Class Entry

Familiarity with volunteer or community based programs and experience in recruiting and organizing these resources. Graduation from a senior high school or equivalent and any satisfactory combination of experience and additional post-secondary education in community service, social service or related field.