

### **VOLUNTEER COORDINATOR**

- QUALIFICATIONS:**
1. Experience supervising adults and/or children
  2. Experience recruiting, coordinating and retaining volunteers (preferred, but not necessary)
  3. Able to communicate effectively with staff, volunteers and students
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Director of Exceptional Education

**JOB GOAL:** To recruit, coordinate and motivate volunteers in providing assistance to needy students, K-12, thereby increasing community involvement in the schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop, coordinate and monitor volunteers from the school district and the community to assist students both during and after school;
2. Develop volunteer job descriptions;
3. Maintain appropriate records of student involvement;
4. Establish and maintain a system for recording volunteer hours and types of contribution;
5. Communicate with teaching staff relative to students needing assistance, coordinating schedules of volunteers and students, and student progress;
6. Coordinate "volunteer appreciation" recognition;
7. Provide annual report to supervisor relative to program and its participants.
8. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**WORK SCHEDULE:**

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school year shall normally be 188 days, excluding holidays, unless a different work schedule is approved by the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.