

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: COORDINATOR OF VOLUNTEERS

DEFINITION:

To serve in a liaison capacity between school and community, securing parent involvement and assisting in the understanding of school programs and objectives. General supervision is to be provided by the site administrator.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Coordinates and oversees the schedule of parents assisting in classes providing refreshments, and participating in special school events
- Recruits and trains volunteers under the direct supervision of the school principal
- Places volunteers from the community in the classroom, helping to enhance the learning environment
- Develops and coordinates projects that will encourage parent participation and involvement in the enhancement of the educational program
- Solicits media coverage of school events
- Maintains and prepares reports, notices, and correspondence and performs a variety of related clerical duties
- Organizes, coordinates, and oversees fund raising projects as needed
- Initiates contact with new families and orients them to the school and its programs
- Performs other related work as required

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Community service agencies and resources
- Effective methods and techniques used in recruiting volunteers
- Correct English usage, including vocabulary, grammar and spelling

ABILITY TO:

- Learn school objectives, programs and requirement
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative relationships with students, staff, parents and community resource personnel (i.e. work with existing committees and organizations such as PTA, BAC, GATE, etc.)

- Be sensitive to unique needs and concerns and develop means to address them
- Work creatively with others in special classroom activities
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

EXPERIENCE:

- Experience which would provide understanding of community groups and problems

EDUCATION:

- High School Diploma or equivalent

DESIRABLE QUALIFICATIONS

- Bilingual/Biliterate in English and Spanish
- Ability to use a copy machine, typewriter, and computer

PHYSICAL DEMANDS

Standing: 50% Walking: 40% Sitting: 10%

Body Movement (Frequency)

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting: **3** Bending: **4** Pushing and/or Pulling: **3**

Reaching Overhead: **2** Kneeling or Squatting: **4**

Lifting Requirements:

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Up to 25 lbs.: **4** Up to 50 lbs.: **3** More than 50 lbs. **2**

Draft: 01/08/2009

Revised: 7/27/16

Approved: 3/6/18