

# VOLUNTEER COORDINATOR

## QUALIFICATIONS:

- I. Knowledge of the Cape Elizabeth Schools and the school volunteer program and experience as a school volunteer preferred.
- II. Demonstrated communication skills and attention to detail.
- III. Such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable.

## REPORTS TO:

Assistant Superintendent

## JOB GOAL:

To successfully coordinate between school staff and volunteers based upon the staff needs and volunteer interest and skills.

## PERFORMANCE RESPONSIBILITIES:

1. Manages the volunteer screening process.
2. Creates and maintains an up to date volunteer handbook.
3. Conducts volunteer orientations as needed.
4. Place volunteers based upon staff need and volunteer skill and interest.
5. Visits each school regularly to check-in with teachers, staff, administrators, and volunteers to determine support needs and problem solve as needed.
6. Coordinates recognition of the work of volunteers with social media, news articles, school-based acknowledgements as well as district wide events during National Volunteer Week.
7. Collaborates with parent organizations as needed.
8. Evaluates the effectiveness of the volunteer program and procedures annually.
9. Other responsibilities as assigned by the Assistant Superintendent.

## WORK YEAR:

10 months. Salary and any benefits to be established by the Superintendent.

## WORKING CONDITIONS:

Mental Demands: calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: inside, outside, slippery surfaces, potential minimal biological exposure (human waste, body fluids), working around moving objects, working with students, working with adults, and working alone

## EVALUATION:

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

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

## NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

- November 14, 2006

Revised:

- May 10, 2022
- April 14, 2015 (*Volunteer & Extended Learning Opportunity Coordinator*)
- June 20, 2012

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