

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Volunteer Coordinator**

#### **QUALIFICATIONS:**

1. **Education/Certification:** College degree or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the following skills: organizational, communication, computer, public relations, facilitation, personnel management, and problem-solving. Demonstrated experience in volunteer coordination and committed to volunteerism. Must demonstrate initiative and be self-motivated. Ability to maintain positive relations with students, school staff and volunteers at all times.
3. **Experience:** Successful experience in leadership, managerial and human relations skills preferred.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To develop and coordinate a unified resource system within the district to articulate, endorse and encourage school, home and community partnerships which will enhance the mission and beliefs of the Cape Elizabeth Schools.

#### **PERFORMANCE RESPONSIBILITIES:**

The Volunteer Coordinator will have overall responsibility for the administration of the system-wide community resources program which includes, but is not limited to the following:

1. Develop and evaluate volunteer participation through identification of needs, promotion of program, recruitment and placement of volunteers.
2. Support volunteers, students and staff in all aspects of volunteering.
3. Interview and screen community volunteers.
4. Hold mandatory volunteer awareness sessions for all volunteers, focusing on the rights and safety of students, especially confidentiality.
5. Coordinate the on-going development/revision of volunteer policies, program guidelines and volunteer handbook.
6. Organize and maintain record systems and statistics which document community resources and volunteer activities.
7. Maintain volunteer data bases, providing specific lists of volunteers to staff and parent associations.

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8. Identify staff needs for tangible resources in the schools and solicit items from the community.
9. Promote student volunteerism.
10. Direct in-school, site-based, student mentor program
  - a. Recruit, screen, train and place high school mentors, at the request of staff, with middle school and elementary school students, working closely with teachers, the school counselor and the social worker.
  - b. Provide supervision, support, evaluation and recognition for all mentors.
11. Plan and administrate the volunteer budget.
12. Work closely with Volunteer Advisory Committee
13. Prepare an annual report for administrators, school board members, and advisory committee members.
14. Participate in an annual evaluation of the volunteer program.
15. Be an active participant in staff development by attending workshops, conferences and networking in order to initiate new programs and practices.
16. Act as an ambassador for the Cape Elizabeth School System, maximizing the connection between the schools and the community.

**TERMS OF EMPLOYMENT:** Position equal to  $\frac{3}{4}$  time of an Educational Technician III. Salary and benefits based on Educational Technician negotiated contract.

**WORKING CONDITIONS:**

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

**Physical Demands:** sitting, standing, climbing stairs, adjusting, connecting, lifting (to 30 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, and operating equipment

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

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

**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