

Volunteer Coordinator Job Description

Primary Duties / Responsibilities:

Responsible for oversight of school-based Volunteer/Community Involvement Program.

Duties include:

- + Volunteer Recruitment
- + Volunteer Screening
- + Volunteer Orientation
- + Volunteer Training
- + Volunteer Placement/Matching
- + Volunteer Recognition
- + Liaison between school staff/volunteers/community partners
- + Program evaluation (qualitative and quantitative)

Desired Qualities / Skills:

- + Computer literate (or willing to learn)
- + Able to work flexible hours (some evening and weekend work required)
- + Ability to work on multiple tasks
- + Ability to communicate effectively with a diverse student/parent/community population
- + Ability to communicate effectively on the phone and in writing
- + Professional presence

Position Requirements:

- + Identify program priorities and expectations to establish a realistic work plan
- + Clarify work schedule, methods for communication with staff and supervisory relationship
- + Attend appropriate trainings and meetings at school, within the school district and the community
- + Keep appropriate volunteer records and track volunteer activity
- + Identify resources that increase effective volunteer programs