

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: VOLUNTEER COORDINATOR

Under the direction of the Principal, interview, recruit and place volunteers to assist in the classroom, school office and laboratory facilities; coordinate volunteer activities; organize special events to recognize and promote parent volunteers.

REPRESENTATIVE DUTIES:

Recruit volunteers to meet the needs of teachers and staff; design and send out flyers and letters; prepare articles for newsletters, make posters, speak at school functions and events and contact parents.

Communicate with teachers and other school personnel to assess, needs for volunteered time and services; match school needs with parents' response and place volunteers appropriately.

Interview volunteers and obtain required clearance; submit proof of TB clearance to the District Health Office.

Maintain a variety of records and reports related to the hours, assignments and individuals involved in volunteer work at the school.

Organize and coordinate special events and activities to promote volunteer service such as get-aquainted teas.

Train new volunteers and conduct in-service meetings as needed.

Organize and coordinate appreciation luncheons, teas and brunches to recognize and thank volunteers for their time and efforts; prepare thank-you notes and present awards to express appreciation.

Perform a variety of clerical support duties such as typing, filing, duplications and maintaining simple records.

Attend District coordinator meetings and report to the Principal regarding volunteer activities and services.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Organization and coordination of volunteers to provide assistance in classrooms, laboratories and the school office.
- Interviewing, screening techniques.
- Operation of standard business machines and equipment.
- District policies and health requirements for volunteers.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Basic subjects taught in District schools including math, grammar, spelling, language and reading.
- Basic promotion and public relations techniques.

Ability to:

- Organize and coordinate volunteered time and services in a school environment.
- Match school needs with volunteer talents, interests and schedules.
- Speak extemporaneously at school functions.
- Organize and arrange recognition and appreciation teas, luncheons and brunches.
- Read, apply and explain rules, regulations, policies, procedures.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Maintain records and prepare reports.
- Work cooperatively and effectively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Train and conduct in-service meetings.
- Recruit, interview, match and place volunteers to meet school needs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

School office environment.