

VOLUNTEER LIAISON/TRAINER

JOB SUMMARY

Under general supervision of the Principal and in cooperation with the program facilitator(s), operate a school site volunteer center through coordinating, supporting, increasing, and managing parent and community involvement/education at the school site; function as a public outreach liaison between parents, community agencies, and school site.

TYPICAL DUTIES

Recruit, monitor, train, organize, evaluate, and support a wide spectrum of volunteers and volunteer services at a school site on an ongoing basis. Inform volunteers about the District wide committees and school groups and their function (i.e., School Site Council, PTA, Bilingual Advisory Committee). Be available to work with community parents/volunteers and/or agencies to answer questions and assist with concerns. Notify appropriate individuals of meetings. Arrange telephone trees and car pools as needed. Perform clerical tasks related to the community and school group activities. Determine availability of volunteers and assist in scheduling their activities. Under the direction of the Principal, assist with developing notices, flyers, etc. Notify volunteer coordinators of meetings, gather data for meetings, and assist in the preparation of meeting materials. Attend school committee meetings to be able to inform parent volunteers and/or agencies of programs and activities at the school site. Organize systems of communication to encourage volunteer attendance at meetings. Organize transportation as appropriate. Assist with planning parent education classes. Assist teachers with parent communication. Assist with creating after school activities, including a homework club. Disseminate information about school and community. Inform volunteers of training courses and may train volunteers in the proper use of office copying equipment as well as their role as a volunteer. Locate and contact local agencies in order to inform parents of community services available.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include at least one year experience working in a school, either on a paid or volunteer basis. Strong English communication skills. Flexible hours (available some evenings) to be able to attend meetings in different locations.

Knowledge of:

District organizations and committees and their functions. Community resources available. Proper grammar, punctuation, spelling and other office procedures and practices. Organizing groups of individuals and instructing them in their responsibilities.

Ability to: Provide own transportation to attend meetings at various locations. Demonstrate proper use of proper grammar, English, punctuation, and spelling. Set priorities and meet established deadlines. Prepare simple schedules for volunteers to follow. Provide direction to individuals and/or groups of individuals.

LICENSE Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

PHYSICAL ABILITY While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, pushing, pulling, lifting and carrying supplies and equipment and, taste or smell. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability.