

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

June 2010

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Elementary Volunteer Coordinator	<b>Department:</b>
<b>Immediate Supervisor's Position Title:</b> Elementary Principals	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> <b>B-2-1</b>	<b>Bargaining Unit:</b> Other Staff
<b>Job Summary:</b> The Elementary Volunteer Coordinator is responsible for collecting volunteer needs of an elementary building, recruiting and matching volunteers with those needs, and keeping track of volunteer assignments.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Recruit, place and retain school volunteers
<b>Percent of Time:</b>	100%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>Works with teachers, administrators and other school staff to determine volunteer needs.</li> <li>Matches and contacts appropriate volunteers.</li> <li>Facilitates volunteer background checks with Human Resources</li> <li>Coordinates volunteer appreciation events and activities.</li> <li>Maintains records of volunteer eligibility, assignments and hours.</li> <li>Reports issues regarding volunteers to the Principal</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	High School Diploma	
x	High school diploma or GED.	Major field of study or degree emphasis:	
	<div style="display: flex; justify-content: space-between;"> <span>1 year college</span> <span>2 years college</span> </div>		

	3 years college		4 years college
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Organizational skills</li> <li>Planning skills</li> <li>Supervision skills (students, volunteers, and guests)</li> <li>Verbal and written communication skills</li> <li>Basic productivity software</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Prior experience working or volunteering in a K-12 or comparable environment preferred.			
<b>Required Supervisory Experience:</b>			

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Organization, communication, planning and coordinating events. Ability to work creatively with a team to adapt to the school year calendar and seasonal duties.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	-	-
<b>TOTAL</b>		0

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties may include some outdoor activity. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

<p><b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b></p> <p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>
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#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____ <b>Signature – Department Head</b></p>	<p>_____ <b>Date</b></p>
<p>_____ <b>Signature – Human Resources</b></p>	<p>_____ <b>Date</b></p>
<p><b>Classification History:</b></p>	