

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 October 2018

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Volunteer Coordinator - Secondary	<b>Department:</b>
<b>Immediate Supervisor's Position Title:</b> Building Principal	<b>FLSA Status:</b>
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining Unit:</b> Other Staff
<b>Job Summary:</b> Recruit volunteers to support the recruitment of volunteers for the secondary level.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Recruiting and matching volunteers to volunteer positions
<b>Percent of Time:</b>	80	
<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>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Plan for the training of volunteers
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Plans and facilitates training activities to support MTSS interventions for volunteers.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Increase community awareness of volunteer opportunities
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Works with building Principals, local media and other appropriate organizations to market volunteer opportunities to</li> </ul>		

the community at large.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT:** 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	<b>Major field of study or degree emphasis:</b>		
X	High school diploma or GED.			
	1 year college			2 years college
	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>		
	2nd year graduate level			
	Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Experience working with people. Prior experience working or volunteering in a K-12 or comparable environment preferred.				
<b>Required Supervisory Experience:</b> None				
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>			

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p>Basic computer skills (word processing, forms)</p> <p>Friendly, welcoming, helpful personality</p> <p>Ability to work with people</p> <p>Verbal and written communication</p> <p>Organizational skills</p> <p>Planning skills</p>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</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 of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
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			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
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