

# COMMUNITY RESOURCE COORDINATOR

JD LOCATOR: 2.20.1

Adopted: 7/07

REPORTS TO:	Assistant Superintendent for Personnel Services and Superintendent of Schools
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

## JOB SUMMARY

Provide leadership, expertise, and ongoing support to volunteers in order to strengthen effective instruction and learning in classrooms, improve morale, and maximize school, home, and community relations.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***NOTE:*** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Coordinates the development/revision of all volunteer guidelines and handbooks in accordance with all district/building procedures, Board policies, and applicable state and federal laws.
2. Designs brochures and other materials to promote the volunteer program as well as the district.
3. Serve as editor/writer for district web site, newsletters, brochures, and other publications.
4. Recruits volunteers/resources from businesses, organizations, and the public in order to maintain an excellent resource system that will enhance the district's educational programs.
5. Attends various meetings, activities, and events in order to promote the district and recruit volunteers.
6. Identifies the on-going needs for volunteer services district-wide (i.e., youth tutor/mentor, classroom support, clerical support, library support, chaperone, guest speaker, service on school or district committee, etc.).
7. Develops and implements procedures for submitting requests for volunteer services and matching volunteers to assignments.
8. Ensures that all volunteers complete the required paperwork (i.e., application, memorandum of understanding, technology user agreement, etc.).
9. Ensures that a satisfactory criminal background check has been completed on all prospective volunteers prior to having contact with students.
10. interviews and screens all volunteers/resources applicants in order to ensure and maintain school, staff, and student safety.
11. Conducts mandatory awareness training for all volunteers that focuses on district/building procedures, Board policies (i.e., drug-free workplace, anti-harassment, confidentiality, etc.), and applicable state and federal laws.
12. Develops and promotes student volunteerism.
13. Organizes, develops, and maintains a volunteer database and record system that documents the available resources and records all volunteer service (MSIP).
14. Develops and implements a volunteer recognition program.
15. Monitors the performance of all volunteers, immediately addressing any concerns or issues.
16. Addresses any concerns or issues regarding volunteer placements.
17. Plans and administers the program budget.

18. Presents an annual report on the volunteer program to the Board of Education.
19. Assists the superintendent and Board of Education with community and public relation matters.
20. Other duties as assigned or required by the superintendent or designee.

#### SUPERVISORY RESPONSIBILITIES

1. Volunteers and appropriate staff.
2. Performs supervisory responsibilities in accordance with building procedures, Board policies, and applicable laws. Such responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving issues.

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Bachelor's degree from accredited university in education, public relations, communications, or related field preferred.
2. Successful experience in public education preferred.
3. Successful experience in leadership and human relations preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.

