

City School District of Albany
Job Description

SCHOOL VOLUNTEER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The school volunteer coordinator will be responsible for coordinating, with the assistance of school and community partners, a quality framework and implementation strategy for an effective volunteer program for District schools.

TYPICAL WORK ACTIVITIES:

- Develop a process to identify opportunities for volunteer recruitment and retention (e.g., survey for teachers, principals);
- Assess volunteer capabilities and skills, and assign volunteers accordingly;
- Coordinate production of CSDA Volunteer Handbook, pamphlets, correspondence, etc.;
- Design and provide a training program for volunteers to address items such as goals of program, expectations, resolving issues;
- Define roles and responsibilities of all participants;
- Develop volunteer evaluation criteria, assess progress, and report of status of program;
- Participate in planning with the principal and staff;
- Assist with recruitment, at the request of teachers;
- Provide orientation and coordinating training for volunteers;
- Participate in district wide coordinator meetings and training;
- Maintain school volunteer records;
- Do related work, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of organizational and human resource management;
- Good knowledge of computer programs and software applications;
- Working knowledge of office terminology, procedures, and equipment;
- Excellent organizational skills;
- Excellent public speaking and communication skills;
- Ability to recruit, coordinate, and direct volunteers;
- Ability to plan and supervise the work of others;
- Ability to deal calmly and effectively with co-workers, volunteers, and the public;
- Ability to work independently;
- Ability to understand and follow oral and written instructions;
- Tact, courtesy, reliability, and good judgment;
- Ability to work with people from diverse backgrounds

MINIMUM QUALIFICATIONS

- Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Communications or related field with demonstrated organizational abilities and experience organizing and managing large groups of people; OR
- Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and five

(5) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR

- Graduation from high school or possession of a high school equivalency diploma and seven (7) years paid fulltime experience as described in (B) above; OR
- Any equivalent combination of training and experience as defined by the limits of (A), (B), (C), or (D) above.