

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Adult Basic Education Volunteer Coordinator**

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ABE Volunteer Coordinator coordinates Volunteer Services for Metro North ABE consortium and is responsible for the recruitment, training, and support of the more than 200 volunteers used to support ABE programming.

ABE Volunteer Coordinator has a leadership role in developing new volunteer initiatives and serves in a key role in consortium-based outreach, including the development of the consortium's newsletter, website, and social media content and campaigns.

#### **Essential Functions:**

- Volunteer program development, long-range planning, and evaluation of volunteer program implementation.
- Coordinate recruitment, orientation, training, and placement of new volunteers.
- Work cooperatively with instructors in evaluating volunteer skills and satisfaction, and to solve issues and/or concerns.
- Design, implement, and evaluate student and volunteer recognition experiences to support year-round engagement.
- Coordinate, publicize, and implement ongoing training and in-services for volunteers.
- Oversee creation and distribution of the Metro North ABE newsletters and online content.
- Coordinate with communications department to develop and print education material/handouts.
- Identify potential community and business partners and help build lasting and reciprocal relationships to support volunteer and student recruitment.
- Encourage implementation of the community engagement plan, including designing and directing comprehensive strategies to create awareness of Metro North ABE programs and making enhancements to improve effectiveness based on periodic review.
- Encourage and promote use of technology to enhance communication between Metro North ABE staff, volunteers, partners, and students.
- Maintain accurate records and prepare reports related to program activities.
- Additional project work as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree and 1 year volunteer experience OR volunteer management experience.
- Excellent oral and written communication skills.
- Strong interpersonal skills and the ability to work collaboratively with a variety of people.
- Excellent computer skills; experience with Quark, In Design, or Publisher.
- Project management and strategic planning experience.
- Ability to multitask.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.

- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

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### **Preferred Qualifications:**

- 1 or more years of experience in marketing, communications, outreach, or recruitment preferred.
- Knowledgeable of adult basic education (ABE) preferred.
- Demonstrated ability to network with community partners to share mission and vision of an organization preferred.
- Experience working with diverse populations, and an awareness of diverse community needs preferred.
- Budget oversight experience preferred.
- Experience creating promotional materials, such as newsletters, brochures, etc. preferred.
- Experience speaking in public situations preferred.

### **Physical Factors:**

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching and exposure to weather when travel between district sites is required.