

Anoka Hennepin Independent School District #11

Position Standard

Volunteer Services Coordinator

Volunteer Services is coordinated by Anoka-Hennepin Parent Involvement, a Community Education program. The Volunteer Services Coordinator will recruit volunteers, initiate training and supervision, recognize volunteers' contributions and provide risk management. The Volunteer Services Coordinator will also promote volunteerism and facilitates partnership between volunteers and school staff by communicating with people in a positive, productive manner.

Essential Functions:

- Provide building leadership and direction for volunteer program.
- Partner and collaborate with school administration to facilitate strong, respectful work relationships between volunteers and staff.
- Ensure proper recruitment takes place to meet school needs for volunteers, and sustain an effective volunteer program.
- Effectively schedule volunteers' work-time to maximize the use of their time and talents.
- Provide on-going and appropriate recognition for volunteers.
- Track, record and maintain volunteers' information and records on database.
- Maintain open lines of communication with staff and volunteers.
- Be available for clarification and troubleshooting during work on an ongoing basis.
- Respond to email and voicemail messages in a timely manner.
- Report information on volunteer program as required by Parent Involvement.
- Participate in monthly District VSC meetings and other scheduled inservices/trainings.
- Perform other duties as assigned by building principal and Volunteer Services Supervisor.

Minimum Qualifications:

- High School Diploma or equivalent.
- Strong oral and written communication skills and organizational skills.
- Hands on volunteer experience.
- Computer skills and knowledge.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Preferred Qualifications:

- 4 year college degree preferred.
- Experience in school parent organizations, paid volunteer coordination, public speaking, supervisory and management preferred.

Physical Factors include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20"), midrange vision, far vision (over 20'), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.