

GORHAM SCHOOL DEPARTMENT

TITLE: Volunteer Coordinator

QUALIFICATIONS:

1. Knowledge of the Gorham schools and the school volunteer program and experience as a school volunteer preferred.
2. Demonstrated communication skills and attention to detail.
3. Such alternatives to the above qualifications as the Director may find appropriate and acceptable.

REPORTS TO: Director of Adult Education

JOB GOAL: To maintain the communication link between Gorham School Volunteer Program and the schools and ensure that the documentation process for volunteers is followed.

RESPONSIBILITIES:

1. Manages the volunteer screening process.
2. Orients and places new volunteers.
3. Visits each school, K-8, weekly to do random check-ins with teachers, administrators, volunteers and grade level coordinators to determine support needs and to gather stories about what is happening.
4. Coordinates recognition of the work of volunteers with news articles, school-based acknowledgements as well as district wide events during National Volunteer Week.
5. Coordinates teacher recognition district-wide.
6. Helps to recruit and train new volunteer grade level coordinators; and assists in the development of new materials for recruitment and orientation.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

