

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### COORDINATOR, VOLUNTEER AND PARTNERSHIP PROGRAM

**SALARY SCHEDULE: ADMINISTRATIVE/SUPERVISORY/MANAGERIAL J, 11 MONTHS**

**COST CENTER: COMMUNICATIONS AND COMMUNITY RELATIONS (9075)**

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in K-12 education or related field.
- (2) Three (3) years of experience teaching in a traditional public school [setting] or post-secondary institution.
- (3) Experience as a volunteer.
- (4) Experience in training and/or education.
- (5) Demonstrated management and organizational experience.
- (6) Demonstrated ability to communicate effectively in writing and in speaking.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of ways to encourage community involvement.

Knowledge of volunteer recruitment and training techniques.

Advanced level of understanding and skill in use of technology including managing data bases, creating spreadsheets, word processing and use of publishing software.

Ability to plan, deliver, and evaluate volunteer training that supports student instruction.

Ability to plan, implement and evaluate programs collaboratively with other departments and programs, using a high level of oral and written communication skills.

Ability to work effectively and collaboratively with peers, administrators, the public and the [PALS Community Advisory Board] TeamUP Volunteer & Partnership Council.

#### REPORTS TO:

Director, Communications and Community Relations

#### JOB GOAL

To provide leadership, coordination and support in the development and implementation of the District's volunteer and community involvement programs.

**SUPERVISES:** Volunteer and Partnership Office Administrative Assistant

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Plan, develop and implement a comprehensive District program of volunteer involvement.
- \* (2) Plan, develop and implement the Community-Business-School Partnership/TeamUp! program for the District.
- \* (3) Offer orientation and training related to effective involvement for administrators, volunteer coordinators, volunteers, community members and business people.
- \* (4) Provide support and coordination for school-based volunteer and partnership programs.
  - Disseminate materials for effective and efficient volunteer and partnership programs.
  - Provide a communication network among schools.
  - Provide training and ongoing support to school-based volunteer coordinators, business partner[/TeamUp!] coordinators, Five Star School coordinators, and volunteer reading tutor coordinators.
  - Work with District-level departments to increase and coordinate appropriate community involvement.
  - Provide volunteer and partnership opportunities that support the District's strategic plan.
  - Support activities for student community involvement.
- \* (5) Manage and train school-based volunteer coordinators in the volunteer registration program in

- collaboration with the volunteer database manager in the Instructional Technology Department.
- \* (6) Maintain database of volunteer hours and report to the state's Department of Education.
  - \* (7) Evaluate volunteer and business partner programs and report annually to the School Board.
  - \* (8) Serve as liaison to the [PALS Community Advisory Board] TeamUP Volunteer & Partnership Council.
  - \* (9) Train volunteers in various volunteer training modules (e.g., volunteer reading tutor program) for supporting students' academic achievement.
  - \*(10) Assist in the interpretation of programs, philosophy and policies of the District to staff and community.
  - \*(11) Interact with parents, outside agencies, businesses and the community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
  - \* (12) Respond to inquiries or concerns in a timely manner.
  - \* (13) Keep the supervisor informed, through proper channels, of potential problems or unusual events.
  - \* (14) Keep well informed about current trends and best practices in areas of responsibility.
  - \* (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
  - \* (16) Promote and support professional growth for self and others.
  - \* (17) Develop annual goals and objectives consistent with and in support of District goals and priorities.
  - \* (18) Prepare or oversee the preparation of all required reports and maintain appropriate records.
  - \* (19) Serve on District, state or community committees as assigned or appropriate.
  - \* (20) Represent, consistently, the District in a positive and professional manner.
  - \* (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
  - \* (21) Provide leadership and direction for the assigned areas of responsibility.
  - \* (22) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
  - \* (23) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
  - \* (24) Assist in implementing the District's goals and strategic commitments.
  - \* (25) Exercise proactive leadership in promoting the vision and mission of the District.
  - \* (26) Provide oversight and direction for the cooperative planning with other agencies.
  - \* (27) Set high standards and expectations for self and others.
  - \* (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
  - \* (29) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
  - \* (30) Facilitate problem-solving by individuals or groups.
  - (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities