



Inst Asst 3 / Dist Volunteers

Purpose Statement

The job of Inst Asst 3 / Dist Volunteers is done for the purpose/s of coordinating the District volunteer & mentor program and related activities; providing information to others; recruiting and training volunteers and mentors; servicing as a liaison between the District and community volunteers and mentors; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of Student Services

Essential Functions

- Assesses skills and needs (both initially and ongoing) of volunteers and positions for the purpose of to ensure adequate coverage for identified activities.
- Coordinates requested activities and/or projects for the purpose of facilitating scheduling of volunteers and ensuring proper notification to parent, staff, administrators.
- Maintains a variety of manual and electronic files and/or records (e.g. fingerprints, volunteer time, volunteer files, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Orients volunteers and mentors for the purpose of accomplishing assigned functions.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. invitations, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recruits volunteers and mentors for the purpose of assisting in school or District activities leading to improved student achievement and emotional/social development.
- Schedules volunteers and mentors for the purpose of matching volunteers with identified activities.
- Trains volunteers and mentors for the purpose of accomplishing assigned functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws and regulations.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific,

defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3