

COORDINATOR OF SCHOOL VOLUNTEERS

COMPETITIVE

Code No: 940194

DISTINGUISHING FEATURES OF THE CLASS: This is an important position within a school district involving responsibility for directing, coordinating and promoting a program that utilizes the talents of a large team of volunteers. Employees of this class work closely with teaching staff and administrators in order to coordinate production, storage and distribution of materials developed by volunteers and various equipment for use in and outside of the classrooms. Work is performed independently under general supervision from an administrator or program director. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Recruits, trains and assists groups of volunteers from all schools in the district in developing instructional and material aids for teachers;

Demonstrates the techniques of duplicating, mounting, laminating and letter cutting to produce games, posters, bulletin boards, stage props and a variety of materials;

Organizes, processes and maintains equipment and resource materials in a teacher center or multi-media center;

Performs preventive maintenance on equipment and sends out equipment needing major repair work;

Inventories all supplies and equipment, requisitions new material, and processes incoming material;

Conducts workshops and provides instruction to parents and teachers on the use of materials and equipment;

Designs calendars, brochures, flyers, posters, and displays and assists in the district's publications;

Organizes used materials and materials collected in the community by the volunteer for the Recycling Room;

Maintains and updates informational material in the teacher center professional library retrieval system;

Assists with the distribution and compilation of workshop evaluation surveys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of classroom material aids; working knowledge of the principles of personnel management; working knowledge of techniques of training, recruiting and directing volunteer workers; ability to communicate effectively to individuals and groups; ability to recognize the capabilities of others and develop potentiality; ability to motivate others; ability to operate and perform preventive maintenance on a lettering machine; an overhead projector, a thermofax machine, a light board and a photocopier; ability to take inventory and maintain records; organizational skills; leadership; tact; resourcefulness; creativity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of full-time or its part-time equivalent paid experience in recruiting, training or instructing; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma, plus five (5) of experience as indicated above; OR,
- (C) Any equivalent combination of training and experience as defined within the limits of (A) and (B).

NOTE: Documented volunteer experience will be accepted as a substitute for paid work experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 12, 1985