

Loveland Classical Schools

Volunteer Coordinator Job Description

REPORTS TO: Central Support Supervisor

SCHEDULE: Monday - Friday, 10:45-3:45, all scheduled school days and in-service days, plus back-to-school and parent-teacher conferences

PAY RATE: \$12 per hour

Description: The Volunteer Coordinator shall recruit, train, monitor, and recognize volunteers in roles that support Loveland Classical School staff, students, and school events as well as maintain positive relations with existing volunteers. The Volunteer Coordinator will serve as a link between the school's volunteer needs, parent or community resources, and school staff, and compile reports as needed. The person in this position will be responsible for identifying volunteer needs, greeting and enrolling volunteers, problem-solving on their behalf, and tracking volunteer activity. The Volunteer Coordinator must respect the confidentiality of volunteers, staff, administrators, students and recipients of volunteer services at all times, while promoting a positive and inviting atmosphere for the school's volunteer program. The Volunteer Coordinator is responsible to cover two hours per day at the front desk and additionally as needed, and generally be available for substituting for the front desk upon request. The Volunteer Coordinator must consistently display a very friendly and inviting disposition, and have a warm, welcoming presence with potential and current volunteers. Excellent communication skills are a must. The Volunteer Coordinator assists with afternoon traffic each day from 2:45-3:35 or whenever traffic ends.

Minimum knowledge, skills, and abilities required:

- Positive, and professional attitude, representing the values of the school
- Desire to serve the school and ultimately the students
- Extremely reliable and dependable
- Ability to provide and receive constructive feedback
- Customer service skills
- Ability to operate PC and/or MacBook computer to insure efficiency in all areas of responsibility. This will include word processing, spreadsheets, data entry, and Email programs.
- Ability to keep extremely organized files and, in turn, a good paper trail
- Ability to value respect and confidentiality

Essential Duties and Responsibilities:

- Recruit, manage, train, track, and recognize volunteers
- Assess overall volunteer needs
- Provide volunteer information at open house and varied school functions when requested
- Distribute volunteer enrollment applications (or interest surveys) to all parents
- Promote volunteerism by using the Lion's Pride newsletter, Monday folders, Facebook, a volunteer interface system, and/or any other appropriate media to report overall volunteer needs, activities, and accomplishments
- Share volunteer opportunities and news with webmaster
- Nurture rapport between staff and volunteers

- Be willing to provide extra coverage as needed for the front desk, health office, and traffic duty
- Coordinate the Back to School Events
- Coordinate Parent-Teacher Conferences
- Assist with Grandparents Day registration, setup, and information disbursement
- Other duties as assigned

Employment Information

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.
- This position will be non-exempt, meaning that the employee must be compensated for all hours worked over 40 hours per week, at the premium (time-and-one-half) rate of pay.
- LCS is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, creed, color, age, sex, religion or national origin.

While this position description describes the primary function of the position, it is not a complete description of all responsibilities. As a school, we require flexibility and cooperation.