



**POSITION DESCRIPTION**

<b>JOB TITLE: Volunteer Coordinator</b> Job Class: 1105	
<b>DATE</b>	Department of Community Engagement  Volunteer Services
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Oversees the district's volunteer program and provides direction, coordination, and consultation for all volunteer functions and initiatives within the district. Provides support to schools, staff, volunteers and the community in an organized, efficient and functional manner.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates placement and appropriate assigning of volunteers to areas or school of interest.
2. Assists in the recruitment of volunteers by conducting presentations on volunteer opportunities within Milwaukee Public Schools (MPS).
3. Conducts and facilitates orientation and regularly scheduled meetings with volunteers and schools.
4. Assists in implementation of the centralization of the volunteer program throughout the district.
5. Serves as a liaison between school volunteer coordinator and volunteers and community partners to align volunteer efforts to district goals by providing a network of supports.
6. Coordinates and maintains program record keeping of all volunteers.
7. Assists in the development and maintenance of a district wide volunteer database.
8. Prepares various reports using data and periodically evaluates volunteer performance and the impact on student achievement.
9. Develops and organizes an annual volunteer appreciation event.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision provided by the Student Services Coordinator

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in a related field; Non-Profit Management, Marketing, Community Relations.

**Experience Requirements**

Two – three years of previous experience working with volunteers and volunteer activities is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential. The ability to work with diverse groups of people is necessary. Must be flexible and able to juggle multiple tasks. PC experience is required, with knowledge of MS Office software. Knowledge of community volunteer organizations within Milwaukee is necessary.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment; some travel within the community.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending. Some local travel will be required.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**