

## **COMMUNITY RESOURCE COORDINATOR**

### **DEFINITION:**

Under general supervision of a school Principal or designee recruits, organizes and coordinates a volunteer assistance program; assumes and performs related work as is necessary or required.

### **CLASS CHARACTERISTICS:**

Incumbents work with school administrators and teachers to organize and incorporate parents and other volunteers to assist classroom learning and the overall school program.

### **EXAMPLES OF DUTIES:**

Surveys school programs to identify appropriate utilization of volunteer services; *E*

Disseminates information regarding, develops and maintains sources of, community resources to meet classroom and other school needs; *E*

Assigns, coordinates volunteer services as needed or requested; *E*

Plans, coordinates or assists in coordinating school field trips and assemblies; *E*

Plans, organizes meetings, luncheons and volunteer workshops; *E*

Assists in evaluation of volunteer program objectives;

Maintains records of volunteer service and other office files.

May occasionally assist in child care centers;

May develop and/or provide in-service training for volunteers;

### **SUPERVISION:**

Receives general supervision from the school Principal or designee.

Supervision is not exercised over other employees. Coordinates services to be performed and provides direction to volunteers as necessary.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Community resources available to assist school activities;  
Methods of securing volunteer services to schools;  
Effective communication practices, both oral and written;  
Correct English usage, spelling, grammar and punctuation;  
Modern office procedures and record keeping;  
Principles, methods and techniques of training and motivating others.

***E* denotes an essential function of the job.**

**Ability to:**

Learn, understand and interpret school programs and procedures;  
Work directly with volunteers in addressing identified school needs;  
Communicate effectively to a wide variety of audiences;  
Train, motivate, coordinate, and direct the work of others;  
Operate and maintain a variety of office equipment;  
Maintain records, understand and carry out instructions, work independently;  
Establish and maintain effective work relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the skills, knowledge and abilities listed above are considered to possess sufficient education to succeed in the position. Experience working with the public in group or volunteer activities is desirable.

**LICENSE REQUIRED:**

Some positions may be required to possess a valid and appropriate California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to observe details of volunteer activities in a variety of school settings. Works inside and outside; has direct contact with students, parents and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the school Principal or designee.

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