

VOLUNTEER LIAISON/TRAINER w/ BILINGUAL SKILL

JOB SUMMARY

Under general supervision of the Principal and in cooperation with the program facilitator(s), operate a school site volunteer center through coordinating, supporting, increasing, and managing parent and community involvement/education at the school site. Function as a public outreach liaison between parents, community agencies, and school site. Translate and/or interpret for non-English speaking individuals as required.

TYPICAL DUTIES

Recruit, monitor, train, organize, evaluate, and support a wide spectrum of volunteers and volunteer services at a school site on an ongoing basis. Translate and/or interpret for non-English speaking individuals as required. Inform volunteers about District committees and school groups and their function (i.e., School Site Council, PTA, Bilingual Advisory Committee). Work with community parents/volunteers and/or agencies to answer questions and assist with concerns. Notify appropriate individuals of meetings. Arrange telephone trees and car pools as needed. Perform clerical tasks related to the community and school group activities. Determine availability of volunteers and assist in scheduling their activities. Assist with developing notices, flyers, etc., as directed. Notify volunteer coordinators of meetings, gather data for meetings, and assist in the preparation of meeting materials. Operate a computer and assigned software. Attend school committee meetings to be able to inform parent volunteers and/or agencies of programs and activities at the school site. Organize systems of communication to encourage volunteer attendance at meetings. Organize transportation as appropriate. Assist with planning parent education classes. Assist teachers with parent communication. Assist with creating after school activities, including a homework club. Disseminate information about school and community. Inform volunteers of training courses and may train volunteers in the proper use of office copying equipment as well as their role as a volunteer. Locate and contact local agencies in order to inform parents of community services available. May be required to administer CPR or First Aid. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include at least one year experience working in a school, either on a paid or volunteer basis. Strong English communication skills and demonstrated proficiency in a specified second language. Flexible hours (available some evenings) to be able to attend meetings in different locations. Possession of a certificate in Cardiopulmonary Resuscitation (CPR) and a certified Multimedia First Aid card from an EMSA certified provider. Maintain up-to-date certificates in CPR and First Aid.

Knowledge of:

District organizations and committees and their functions. Community resources available in the area. Proper grammar, spelling, punctuation and pronunciation in both English and other specified second language. Standard office procedures and practices, including operation of a computer and assigned software. Organizing groups of individuals and instructing them in their responsibilities.

Ability to: Provide own transportation to attend meetings at various locations. Demonstrate proper use of proper grammar, spelling, punctuation and pronunciation in both English and other specified second language. Accurately translate and interpret for non-English speaking individuals. Set priorities and meet established deadlines. Prepare simple schedules for volunteers to follow. Provide direction to individuals and/or groups of individuals. Operate a computer and assigned software.

LICENSE Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

PHYSICAL ABILITY 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.

While performing the duties of this job, the employee is regularly required to sit, stand or walk for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard; hear and speak to exchange information and make presentations; operate a vehicle to travel independently to other district or community locations. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee must possess specific vision abilities required by this job which include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.