

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: VOLUNTEER LIAISON/TRAINER**

**BASIC FUNCTION:**

Under general supervision of the Principal, 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Recruit, monitor, train, organize, evaluate, and support a wide spectrum of volunteers and volunteer services at a school site on an ongoing basis. Inform volunteers about the District wide committees and school groups and their function (i.e., School Site Council, PTA, Bilingual Advisory Committee).

Determine availability of volunteers and assist in scheduling their activities. 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. Work with community parents/volunteers and/or agencies to answer questions and assist with concerns.

Organize systems of communication to encourage volunteer attendance at meetings. Organize transportation as appropriate.

Notify appropriate individuals and volunteer coordinators of meetings, gather data for meetings, and assist in the preparation of meeting materials. Arrange telephone trees and car pools as needed.

Perform a variety of diversified clerical duties in support of an assigned office including filing, duplicating and distributing materials. Assist with developing notices, flyers, and other materials. Arrange displays and bulletin boards. Update information on showcase.

Attend school committee meetings to be able to inform parent volunteers and/or agencies of programs and activities at the school site.

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.

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.

Conduct inventory and prepare and maintain accurate inventory control records.

Administer first aid/CPR as required.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organizations and committees and their functions.

Community resources available.

Proper grammar, punctuation, spelling and other office procedures and practices.

Organizing groups of individuals and instructing them in their responsibilities

Interpersonal skills including tact, patience and courtesy.

Strong communication skills.

Modern office practices and procedures.

**ABILITY TO:**

Provide own transportation to attend meetings at various locations.

Demonstrate proper use of proper grammar, English, punctuation, and spelling.

Set priorities and meet established deadlines.

Prepare simple schedules for volunteers to follow.

Provide direction to individuals and/or groups of individuals.

Establish rapport and work effectively with adolescents and adults.

Administer first aid and CPR and maintain current certifications.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: at least one year experience working in a school, either on a paid or volunteer basis.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in first aid and CPR.

Must possess a valid California driver's license and maintain qualification for District vehicle insurance coverage.

Flexible hours (available some evenings) to be able to attend meetings in different locations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling store supplies and equipment.

Seeing to read a variety of materials.

Walking, sitting or standing for extended periods of time.

Dexterity of hands and fingers to handle or feel objects, tools and controls.

Reach with hands and arms; climb or balance.

Bend at the waist, stoop, kneel, crouch, or crawl.