

JOB DESCRIPTION

Date: <<START DATE>>

Position Title: Volunteer Coordinator – VISTA

Organization: <<ORGANIZATION NAME>>

Reports to: <<TITLE(S) OF PERSON VISTA REPORTS>>

Purpose of Position

- Increase the use of and enhance the effectiveness of literacy volunteers in area schools and community programs.
- Increase and/or improve school and family partnership literacy efforts in low-income neighborhoods

Key Responsibility Area: Volunteer Management

Specific Duties:

1. Identify the volunteer needs of your assigned school or community program.
2. In conjunction with project staff, recruit, assist with training, orient, and place volunteer literacy tutors at your assigned elementary school or community program.
3. Provide ongoing support and quarterly inservice training for the volunteers you supervise.
4. Assist with development of evaluation tools for assessing the success of the volunteer tutoring efforts.
5. Utilize evaluation from volunteers, program participants, staff and advisory board members on volunteer management practices and programs.
6. Be familiar with the school's literacy curriculum activities and priorities and how project resources (including home-based literacy efforts) can support them.
7. Work with project and school staff to develop, record and institutionalize standard volunteer management practices for your elementary school or community program.
8. Attend staff meetings of assigned school or project and weekly Schools of Hope meetings.
9. Participate in training related to volunteer management and literacy skill building.
10. Some weekend and evening hours may be necessary.

Job Relationships

External:

1. Will work with <<NAMES OF VOLUNTEER CENTERS AND OTHER PARTNERS>>, and the community to recruit volunteers.
2. Will work with community centers and neighborhood programs to develop responsive literacy skill-building presentations and programs for parents.

Internal:

1. Will work with <<TITLES OF PROJECT PERSONNEL AND SCHOOL PERSONNEL>> to develop skills and set goals for position.
2. Will be supervised by project co-directors and school site principal or community site director.
3. Will provide and receive support from other VISTAs participating on project, including collaboration on training, inservice opportunities and community programming.

Qualifications Required

1. Organizational skills and attention to details
2. Ability to work effectively with diverse populations
3. Interpersonal and communication skills
4. Ability to manage others and delegate tasks
5. Ability to work effectively both independently and as part of a team
6. Familiarity with issues of low income families
7. Ability to read at a 12th grade level
8. High School diploma

Hours per Week: 40