***Job Description for Volunteer Coordinator***

2327 L Street, Sacramento, CA 95816-5014

The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board.

Review program procedures within the *California State PTA Toolkit*. Meet with the principal to review school and school dis- trict policies and procedures regarding volunteers on campus.

**Assess, ReCRuiT And PRePARe**

– Assess the need for volunteers at the school.

– Recruit from all segments of the community.

– Train the volunteer to ensure that school district require- ments are met (health standards, liability, etc.). Contact council or district PTA and school district to determine standards.

– Provide opportunities for orientation and training. – Furnish a handbook or instruction/information sheet. – Provide volunteers’ identification badges.

**sChedule**

– Maintain a center for volunteer sign-in and recording of hours served.

– Keep an up-to-date listing of active and substitute volun- teers.

**AddiTiOnAl ACTiviTies**

– Keep a Volunteer Tally Sheet (Forms, Chapter 9) account- ing for all volunteer hours, and help the historian prepare all reports required by the California State PTA.

– Publicize volunteer opportunities.

– Promote the value of the school volunteer program with the community.

– Plan a recognition activity for volunteers at the end of the school year.

– Bring motions to executive board/association on behalf of volunteer committee.

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Collect names and contact information (addresses, telephone, e-mail) for the following individuals to provide to the volunteers:

– volunteer coordinator – volunteers – PTA president – site administrator

– school secretary – nurse – librarian – custodian

– classroom teachers, including grade levels and room num- bers.

**AddiTiOnAl ResOuRCes**

• Council and district PTA volunteer coordinator/chairman

• School district administrators for information regarding con- tract negotiations with employee bargaining units outlining which jobs may be done by volunteers.

• Community and civic organizations

• Active school/community volunteer programs in surrounding communities

• Community programs that involve volunteers • Adopt-a-school partnership programs

– National PTA *Quick-Reference Guide*

– *Parents Empowering Parents Guide*

– *Insurance and Loss Prevention Guide* (English and Spanish) mailed annually to PTA presidents

– *Bylaws for Local PTA/PTSA Units*

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