VOLUNTEER COORDINATOR JOB DESCRIPTION

As volunteer coordinator you hold one of the key positions in the school volunteer program. The duties and responsibilities of volunteer coordinators may vary from school to school, but essentially, they include the following:

- **Recruit Volunteers**
  - Identify volunteers to fill needs for various events, activities, and classroom positions. (This is typically done through an online sign up and email, using the pool of hundreds of volunteers that are registered with TSD for your school.)

- **Communicate with Volunteers**
  - Help communicate to volunteers about all volunteer policies. Training will be provided to you on all policies.
  - Email volunteers to make sure everyone watches the VITAL Office online training video.

- **Communicate/Meet with TSD Staff: School Principal, Teachers, Staff, and Vital Office**
  - Help communicate to teachers and staff about all volunteer policies.
  - Meet with your principal, secretary, and PTA in the fall to identify the volunteer needs for your school, including events and activities, and periodically check in throughout the year.
  - Attend the two scheduled volunteer coordinator meetings/trainings, one in the fall and one in the spring. The fall training is 3 hours and the Spring meeting is 1 hour. There are also the optional Holiday Brunch and May Luncheon.
  - Communicate with teachers throughout the year regarding volunteer needs, concerns, or questions.

- **Record Volunteer Hours If Needed**
  - Utilize the VITAL online system to log volunteer hours if the kiosk was down or if volunteers worked off-site and did not log their hours.

- **Provide Recognition to Volunteers**
  - Help with the volunteer recognition event. (See below)
  - Put out materials provided by the VITAL Office for volunteer appreciation week in April.
  - Thank volunteers for their time.

- **Provide Support to the Secretary and Volunteer Liaison (if applicable)**
  - Help with the spring volunteer recognition event.
  - Help check that the volunteers who work in the classroom are registered.
  - Help check that the volunteers signed up for field trips have passed the background check.

- **Read Emails, including Vital Online emails**

- **Read Handbook**
  - Read the Volunteer Handbook for Coordinators and be familiar with the special sections for staff and school volunteers.

- **Help Recruit a Replacement**
  - Help recruit and train your replacement when you leave the position.