

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**JOB DESCRIPTION**

**SUPERVISOR, VOLUNTEER PROGRAMS**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration and Supervision, Educational Leadership, School Principal or Professional School Principal
- (3) Three (3) years of successful work experience in education or business.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Computer skills. Ability to work with the public. Exhibit leadership skills. Ability to organize self, volunteers and volunteer coordinators. Ability to prioritize. Positive interpersonal skills. Knowledge of grant writing. Knowledge of public relations techniques. Decisiveness. Knowledge of the aging process. Caring attitude.

**REPORTS TO:**

Director of Communications

**JOB GOAL**

To effectively coordinate all phases of volunteer programs in accordance with federal, state and local guidelines. Provide opportunities for volunteer sites to improve volunteer recruitment and retention.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Technical/Professional Knowledge**

- \*(1) Plan, coordinate, implement and/or maintain the RSVP and School Volunteer Programs.
- \*(2) Assure school, student, staff, volunteer safety through volunteer applicant screening for guilty plea(s) and conviction(s). Maintain integrity of volunteer approval database.
- \*(3) Place RSVP and school volunteers.
- \*(4) Write RSVP grant(s).
- \*(5) Promote and secure community involvement as required by the programs.
- \*(6) Design and implement an evaluation system for the RSVP and School Volunteer Programs.
- \*(7) Plan procedures for collection of data for required federal and state reports.

**Communication**

- \*(8) Provide the general public with information regarding the various aspects

## **SUPERVISOR OF VOLUNTEER PROGRAMS (Continued)**

- of volunteer programs.
- \*(9) Interact with members of the community.
- \*(10) Interact with AmeriCorps\* VISTA projects and members.
- \*(11) Communicate effectively, orally and in writing, with other professionals, volunteers and the community.
- \*(12) Use effective communication strategies to interact with a variety of audiences.
- \*(13) Maintain visibility and interaction with the Florida Department of Education.

### **Proactive Orientation**

- \*(14) Accept responsibility for annual program evaluation.
- \*(15) Recruit RSVP volunteers for schools and community agencies and school volunteers for the School Volunteer Program.
- \*(16) Develop business and community partnerships.
- \*(17) Exercise proactive leadership on promoting the vision and mission of the District.
- \*(18) Design, organize and implement training opportunities for volunteers and volunteer coordinators.

### **Critical Thinking**

- \*(19) Plan and prioritize daily activities.
- \*(20) Recommend program modification based on the results of the evaluation.
- \*(21) Use technology effectively.
- \*(22) Identify weaknesses and strengths in the RSVP and School Volunteer Programs.

### **Continuous Improvement**

- \*(23) Set high standards and expectations for self and others.
- \*(24) Provide, organize and implement staff development in accordance with program needs and requirements.
- \*(25) Keep abreast of laws, regulations and policies in assigned area of responsibility.
- \*(26) Assist school and District staff in keeping abreast of issues and requirements in assigned area.
- \*(27) Keep abreast of trends, developments and program changes related to assigned responsibility.
- \*(28) Participate actively in professional organizations.
- \*(29) Assist schools in methods to engage the community in the educational process.

### **Facilitation**

- \*(30) Promote and secure parent and community involvement in schools and community agencies.
- \*(31) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(32) Facilitate problem-solving.

## **SUPERVISOR OF VOLUNTEER PROGRAMS (Continued)**

### **Managerial**

- \*(33) Coordinate the program equipment inventory process.
- \*(34) Review and approve program expenditures of materials, equipment, staff travel and consultant services.
- \*(35) Prepare or supervise the preparation of all required reports and maintain all required reports.
- \*(36) Manage the program's budget.

### **Constancy of Purpose**

- \*(37) Plan volunteer recognition activities.
- \*(38) Serve on district committees, councils and/or task forces in support of District initiatives and priorities.
- \*(39) Exhibit support for the District's vision, mission, goals and priorities.
- \*(40) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \*(41) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Decisiveness**

- \*(42) Make and share decisions in a timely manner.
- \*(43) Respond immediately to emergency situations.
- \*(44) Act quickly to resolve personnel/volunteer placement problems.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

\*Essential Performance Responsibilities

### **Board Action**

**Approved** 5/1/2001  
**Revised** 10/5/04