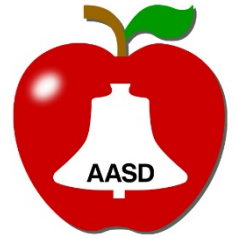


Volunteer Site Coordinator (VSC)* Job Description



Purpose

To provide program coordination and volunteer leadership at an assigned AASD school.

Responsibilities

- Assist AASD's Volunteer Services Department with tutor enrollment at assigned site (includes contacting tutors failing to respond to summer re-enrollment notice; assist with tutor schedule changes, contact information, etc.).
- Establish/update the program schedule for tutors (as needed, work with Literacy Coach/Interventionist, teachers and volunteers to alter time for program execution to the benefit of the greatest number).
- Ensure that supplies are available for tutors (replenish consumables and add new materials).
- Conduct one-on-one training with tutors upon request.
- Assist program tutors in executing the steps defined for finding a substitute.
- Execute regular two-way communications with site tutors (including substitutes), teachers and Literacy Coaches/Interventionists (2-3 times/year).
- Willing to job shadow/consult with other sites starting a tutor program.
- Notify Volunteer Services Department staff of need for additional recruiting.
- Provide local recognition of site tutors.
- Attend three Volunteer Site Coordinator (VSC) meetings each year as called by the Director of Volunteer Services.
 - Provide input/feedback to the department on all volunteer processes.
 - Attend new tutor training as scheduled by the Volunteer Services department (two sessions if possible).
 - Willing to be present at the school the first week of tutoring, especially for new tutors.

Qualifications

- Proactive planner.
- Organized and details oriented.
- Excellent communicator via telephone, small groups and one-on-one.
- Can offer ideas and suggestions via telephone or in person.

- Experience as a program tutor and/or knowledgeable about the program.
- Passionate about volunteerism in schools.
- Access to email and online services is preferred.

** A Volunteer Site Coordinator can assume another identified volunteer position such as Program Tutor (regular or substitute) or a Volunteer Trainer.*

Time commitment

- Average of 6-8 hours/month during school year. Additional 2-4 hours for school-year start-up and conclusion.

Benefits

- Make a positive impact for students of AASD by helping them succeed.
- Meet new people with shared interests.
- Provide support to others in their volunteer efforts.
- Practice and share skills.
- Connect with the public school system.
- Contribute to personal health and wellness.

Supervision

- Director of Volunteer Services and Site Principal

Pertinent information for this role:

Provided resources

- Program processes provided
- Training by Volunteer Trainer
- Group networking with other Volunteer Site Coordinators
- Volunteer Services Department staff

Location

- Assigned elementary school(s)

Requirements

- Complete an Application form
- Background check approved (Criminal Record Inquiry Information)