

**SITE VOLUNTEER ORGANIZER**  
**SITE VOLUNTEER ORGANIZER-BILINGUAL (LANGUAGE)**

**DEFINITION**

Under the supervision of a site administrator, contacts, recruits, schedules, trains or instructs and assigns school volunteers for general school site assistance or specific program activities; maintains records; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Meets with the school principal and teachers to assess and evaluate the needs and expectancies for classroom helpers and for other school activities and programs. Using sources such as parent lists, community organizations, businesses, referrals, etc. develops a potential list of volunteers for the site; contacts potential volunteers around the community to request their participation in activities and programs of the school; meets with and explains classroom and school activities and programs to parents and members of the community; interviews and provides orientation and in-service training for volunteers regarding general school procedures and office equipment operation; coordinates, organizes, schedules, and assigns volunteers for the purpose of matching them with identified activities; acts as liaison between school staff and volunteers; maintains related records for the purpose of developing reports, providing information and/or documentation; assists school staff or parent groups in making arrangements for school activities; writes newsletters and flyers explaining and/or promoting school activities, programs and events; solicits support (e.g. monetary, donations, supplies, materials) for school activities and programs; performs other related duties as assigned.

**Bilingual**

In addition to the above duties, bilingual positions also translate orally and in writing between English and a designated language. Oral translations may include general conversations, training sessions, and meetings. Written translations may include newsletters, flyers, letters, forms and other documents.

**DISTINGUISHING CHARACTERISTICS**

The **Site Volunteer Organizer** is distinguished by the recruitment of school volunteers to provide general assistance in various school site program activities. The **Volunteer Reading Program Organizer** recruits volunteers to work one-on-one typically with below grade level students in specialized reading or other programs. This class is distinguished by the involvement in student instructional support activities. The **Parent Involvement Technician** conducts parent education workshops and coordinates and publicizes a variety of parent involvement activities. This class is distinguished by its direct parent training responsibilities under professional guidance; incumbents may also perform Site Volunteer Organizer duties.

**EMPLOYMENT STANDARDS**

**Knowledge of:** English language and mathematics equivalent to a 12<sup>th</sup> grade level; general classroom procedures and school activities; community organizations and resources; standard office equipment including personal computers and word processing software; basic record keeping techniques.

**Ability to:** Read, write, and speak English proficiently; work harmoniously with, and gain the cooperation of, teachers, other school staff, parents, and community members; communicate clearly and effectively; exercise professional judgment and keep the site administrator informed of important details when serving as a liaison between the school and the community; train other adults in routine classroom

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and office clerical procedures; operate a personal computer and word processing software to produce written materials; use initiative and persuasiveness; be reliable in attendance, punctuality, and follow through; be flexible and adapt to changes in routine and the needs of the school; understand and follow oral and written directions; maintain records; schedule and plan work to meet established time lines; work independently without direct supervision. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, sit, kneel, reach, squat, and bend to perform various school activities; vision sufficient to read print/text on computer screens and in a wide variety of typed formats; sufficient hearing and speaking to give and receive instructions and understand normal conversations; sufficient finger dexterity to write and operate a computer keyboard and other office equipment; sufficient strength to lift and carry a variety of school supplies and materials; mobility sufficient to visit classrooms and other locations on campus throughout the day and travel to various locations within the community. Work is performed in primarily indoor environments but the necessity to go to different locations involves some exposure to the elements.

**Typical Background:** Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school or recognized equivalency and six months of work experience participating in community organizations and organizing the work of others and experience (paid or volunteer) at a school.

**Licenses and/or Certificates:** Possession of a valid California Class C driver's license, and the use of an automobile or proof of an equivalent mode of personal transportation.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.