

COMMUNITY RESOURCES COORDINATOR

DEFINITION

Under general supervision recruits, organizes, trains, and supervises volunteer aides; plans, develops, and controls community relations and volunteer programs for a high school; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class work with school administrators to organize and incorporate parents and other volunteers as aides into classrooms and the overall school program. Incumbents spend a large portion of their time serving as a public relations liaison between volunteer aides, teachers, school personnel, and the community.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Determines need for volunteers for school programs; contacts and recruits parents and community members for volunteer aide program. *E*

Locates community resources to meet school needs. *E*

Schedules, assigns, and monitors volunteer aides with school; maintains volunteer attendance log. *E*

Develops and presents training program for volunteers and staff on rules, procedures, and job functions. *E*

Acts as liaison to parent organizations. *E*

Attends public functions in community and school to publicize support of school programs; organizes meetings, luncheons, and workshops for volunteer aides. *E*

Directs and coordinates special events, determining agenda, attendance, time, place, menu, entertainment, parking, and transportation. *E*

Develops reference list of available resources within community; maintains current list of key community members for district. *E*

Prepares news releases and distributes to media; prepares thank you notices and disseminates information related to volunteer activities. *E*

Develops budget for school public information programs. *E*

EXAMPLES OF DUTIES (cont.)

Prepares and presents written and oral reports on school volunteer program and public relations program. *E*

Plans, composes and edits publications, and arranges for distribution of newsletters, brochures, and pamphlets. *E*

Attends in-service and district staff meetings. *E*

Secures funds for special functions and scholarship donations. *E*

Advises groups planning special events. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. School and District policies and procedures;
2. Public information techniques and news distributors;
3. Available community resources and services;
4. Oral and written communication techniques;
5. Personal computer and job-related software programs;
6. Modern office equipment and procedures;
7. English usage, spelling, grammar, and punctuation;
8. Business math; and
9. Record keeping.

Ability to:

1. Speak effectively to large groups of people;
2. Compose and edit press release, newsletter, and correspondence;
3. Plan and monitor a budget;
4. Recruit and train volunteer aides;
5. Monitor and motivate volunteer aides;
6. Plan and organize conferences, luncheons, banquets, fundraisers, and others.
7. Meet and deal with a wide variety of community members, staff, parents, and students;
8. Operate a typewriter and computer;
9. Maintain records;
10. Supervise the work of others;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Effectively influence people on a consistent basis.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience working with the public and/or groups of people.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; walking throughout the campus; seeing to edit and prepare press releases and other documentation; and hearing and speaking to exchange information and make presentations.

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7/94