



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Volunteer Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Community Relations	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 54

BASIC FUNCTION:

Under supervision of assigned supervisor, perform specialized duties in the coordination and administration of the Berkeley School Volunteers (BSV) program; coordinate the link between community volunteers and the opportunities available to support students in District schools; recruit, orient, screen, place and oversee program volunteers; serve as liaison between community organizations, businesses and university programs, student and parent groups, schools and District staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform specialized duties in the coordination and administration of the BSV program; design and update the volunteer program scope within the Berkeley Public Education Foundation (BPEF) budget and capacity; evaluate program efficacy and efficiency; design and implement upgrades based on reports, evaluations and data from partners, school staff and teachers
- Coordinate the link between community volunteers and the opportunities available to support students in District schools; serve as liaison between community organizations, businesses and university programs to develop partnerships with District staff or administrators to provide services during the school day and special events; serve as liaison with the BPEF boards, School staff and partner organizations to meet needs of schools and in accordance with the BSV mission
- Recruit, orient, screen, place and oversee program volunteers; develop and adjust recruitment plan to meet school needs; match volunteers with school staff; follow up on placement and partners; maintain records for volunteers, school staff, and community partners in assigned database
- Train and provide work direction to others; assign and review the work of office staff and interns
- Orient volunteers to District rules and opportunities; conduct trainings and customize trainings for special volunteer and mentoring groups at off-site trainings

- Design and update BSV volunteer registration and screening materials as needed to assure compliance with District policy and California Education Codes; collaborate with the Department of Justice and the District's Human Resources Department to create and enforce volunteer policy, including screening procedures, orientations, and trainings to assure safety for students, staff and volunteers
- Create and implement new volunteer programs and initiatives in partnership with District and Foundation staff, and student and parent groups in accordance with District needs
- Assure professional development, curriculum, supervision, materials and other resources are available to support the volunteer program; communicate with internal and external partners to facilitate projects and District schools and community agencies
- Develop and maintain BSV program print and digital content including website content, online and paper forms, volunteer orientation presentation, training materials and recruitment information; collaborate with the Foundation Board and external marketing/branding consultants to create communications plan
- Prepare and maintain a variety of records and reports related to assigned activities
- Operate a variety of standard office equipment including a printer, copier, telephone, laptop, computer and assigned software; operate audio-visual equipment; drive a vehicle to various sites to conduct work
- Manage program budget and monitor expenses; order supplies as needed
- Mediate challenges and address volunteer and school staff concerns in accordance with District policies
- Attend a variety of meetings related to assigned activities; support the BPEF fundraising event

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, rules and regulations related to volunteers

District volunteer policy and general practices at school sites

Community served by Berkeley schools

UC Berkeley, student groups and resources

Strengths, challenges and trends in public education

Curriculum development, training of adults and tutor skills

Principles and practices of training and providing work direction to others

Public speaking techniques

Record-keeping techniques

Web-based applications utilized by the District

Oral and written communication skills

Operation of a computer and assigned software

ABILITY TO:

Perform specialized duties in the coordination and administration of the BSV program

Coordinate the link between community volunteers and the opportunities available to support students in District schools

Recruit, orient, screen, place and oversee program volunteers

Serve as liaison between community organizations, businesses and university programs, student and parent groups, schools and District staff

Train and provide work direction to others

Communicate effectively both orally and in writing

Work independently with little direction

Work with diverse groups of people of varying ages and backgrounds

Develop and conduct effective training presentations

Prepare and maintain records and reports related to assigned activities

Establish and maintain cooperative and effective working relationships with others

Plan and organize work

Meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education, marketing or related field and two years of experience managing volunteers and at least one year of managerial/supervisory experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct

Work evening or variable hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to file materials