

Volunteer Coordinator - Job Description
Blue Hill Consolidated School

4106Y

Reports to: Principal

Job Goal: The role of the Volunteer Coordinator at BHCS, is to be a positive connection between the parents/school community and the teachers/staff at school.

Responsibilities:

1. To contact the school board members/community members to serve at the annual Open House picnic in September.
2. To survey the school community regarding available volunteers and their skills.
3. To compile the survey data and present it to teachers/staff in a useful format.
4. To communicate with parents about where their skills may or may not be needed after the teachers/staff has had time to review the data.
5. To reestablish a “Publishing Center” system using technology in combination with willing personnel.
6. To recruit volunteers for Arts Week activities.
7. To recruit volunteers to assist in classrooms, as needed by classroom teachers.
8. To recruit volunteers for Family Resource Center sponsored activities.
9. To connect mentors with the Guidance Counselor for possible placement.
10. To connect potential presenters with the Exploration team.
11. To connect library volunteers to our library.
12. To help community groups make connections with classrooms in need of their assistance (i.e. MERI, Audubon,)

Approved: Blue Hill School Committee - November 9, 2005