

Volunteer Position Job Description

Job Title:

Volunteer Coordinator

Purpose:

To facilitate volunteering for school events and to ensure events have required volunteer support.

Location:

Crescent Park School, home.

Key Responsibilities:

- Be the main point of contact for parents who wish to volunteer at the school
- Work with Committee Chairs and Team Leads to determine volunteer requirements
- Communicate Volunteer Opportunities
- Recruit volunteers for specific events, matching abilities and interests
- Ensure that volunteers have proper information and/or training
- Liaise with volunteers, school administration and PAC Executive members
- Maintain database of volunteers and follow up as required
- Ensure all information including emails and contact information is kept confidential
- Develop volunteer appreciation protocol for PAC and Events Chairpersons and assist in the implementation

Reports to:

PAC Executive

Length of Appointment:

September – June

Time Commitment:

A few hours a week at the beginning of the school year to manage lists of volunteers.
As needed throughout the school year to communicate with volunteers and Committee Chairs

Qualifications:

Ability to communicate via email and ensure confidentiality of volunteer information. Previous experience with volunteer management an asset.

Support:

PAC Executive, Committee Chairs