

## SCHOOL VOLUNTEER PROGRAMS DIRECTOR

### DEFINITION

The School Volunteer Programs Director plans and directs the activities of the School Volunteer Programs Office and interacts with other outside organizations to generate resources and participation in the District-wide volunteer program.

### TYPICAL DUTIES

- Participates in and evaluates the development and implementation of policies, procedures and programs regarding the School Volunteer Programs Office.
- Plans, administers, and reports the budget of the School Volunteer Programs Office; establishes and maintains expenditure controls; analyzes and evaluates budget proposals and expenditures; and prepares necessary budget adjustments.
- Develops and monitors funding for School Volunteer Programs' projects from federal, State and other private sector donors, and coordinates fund-raising events.
- Collaborates with other District units, representatives of private and public agencies, and non-District employees.
- Coordinates with the Adult Education Division, Parent Services Community Branch, and Partnerships/Adopt a School Program to educate and support parent and school volunteer involvement throughout the District.
- Works with Beyond the Bell Branch out-of-school program staff and provides volunteers to help raise literacy and math achievement.
- Writes, edits, prepares, and produces all media materials regarding the School Volunteer Program.
- Presents and supervises the presentation of written and oral reports to District staff, Friends of the School Volunteer Programs Board, the media, and community groups concerning the overall operation of programs administered by the Office.
- Develops and prepares proposals for requests for funds or programs from private organizations, private businesses, Friends of the School Volunteer Programs Board members, staff, and other District administrators.
- Directs and provides liaison to the Friends of the School Volunteer Programs organization and District organizational units such as the Office of the Superintendent.
- Directs and reviews personnel management activities, including training, safety, evaluation, and discipline.
- Anticipates needs and initiates activities to implement and improve the School Volunteer Program.
- Oversees the recruitment, screening, matching, and placing of new school volunteers and maintains ongoing service of school volunteers.
- Plans, schedules, directs, and implements multiple projects, delegates to subordinates, and evaluates operational effectiveness.
- Plans, directs, and supervises staff in the organization and implementation of School Volunteer Program orientations and academic training classes for volunteers District-wide.
- Plans, schedules, and coordinates orientation, conflict orientation training programs and other various training programs for employees and other participants of the School Volunteer Programs Office.
- Represents the Beyond the Bell, School Volunteer Program in meetings with corporations, local public agencies, foundations, community groups, and others.
- Plans public relations and donor organization programs and coordinated media contacts to publicize the activities of the Program.
- Develops and maintains positive relations with corporate officials.

Makes presentations at companies, community service organizations, conferences, nonprofit organizations, and schools to promote school volunteerism.

Coordinates efforts to create, collect, and compile methods by which individuals, companies, and organizations can augment a school's resources and programs.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Volunteer Programs Director manages and directs the School Volunteer Programs Office with responsibility for developing and implementing procedures, policies, various programs and to generate new school volunteers, maintain continuing school volunteers, and secure sources of funding for the District-wide volunteer program.

A Volunteer Program Assistant coordinates the activities of Community Representatives, site coordinators, and/or volunteers and involves outside firms and organizations in the School Volunteer Program and other District volunteer programs.

## SUPERVISION

General supervision is received from the Assistant Superintendent, Extended Day Learning. General supervision is exercised over coordinators and other lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Effective community outreach strategies

Principles of public relations

Activities of the Friends of the School Volunteer Programs

Financial procedures and record maintenance including State and federal regulations regarding nonprofit organizations

Federal, State, and local laws, rules, regulations, policies, procedures, programs, goals, and objectives related to instructional programs and curriculum

Research techniques, including elementary statistics

Organization of the Los Angeles Unified School District

Operations and practices of the communications media

Fundamental principles and accepted practices, current trends, curriculum and research in the areas of instruction, curriculum, measurement and evaluation strategies, and out-of-school programs

School-community oriented group activities, such as School Based Management Committees and Parent-Teacher Associations

### Ability to:

Analyze written materials and oral communications

Evaluate procedures and problems and develop and implement improvements

Coordinate fund-raising activities within the private and public sectors

Develop appropriate goals and timetables

Determine methods of collecting and comparing data

Interpret laws and regulations

Compose informational material and instructions in clear, concise language

Edit written work prepared by others

Establish and maintain effective working relationships with school volunteers, District personnel and administrators, community leaders, and officials in the public and private sectors, media representatives, and the public

Use tact, discretion, and courtesy in contacts with individuals from a variety of cultural and ethnic backgrounds  
Speak clearly, effectively, and persuasively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in psychology, education, or a related field. Additional qualifying experience may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Four years of experience that include participation in planning, developing, and coordinating the activities of a District-wide school volunteer program which included maintaining and establishing effective partnerships and liaisons with representatives of the public and private sector and the coordination of major fund-raising activities.

### Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
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PH