

VOLUNTEER PROGRAM ASSISTANT

DEFINITION

Coordinates the recruiting, training, and evaluating of volunteers and programs in the District's School Volunteer Program or other District volunteer programs and solicits the involvement of private organizations and businesses in the programs.

TYPICAL DUTIES

- Develops, prepares, and makes presentations and submits proposals to business and private organizations requesting funding, internships, and/or personnel involvement in various volunteer programs.
- Develops and designs surveys to ascertain the needs of each District school that can be met through volunteer support; to assess and evaluate each school's current volunteer program; and to determine the effects of the various business-school partnership programs at each school.
- Develops, revises, and interprets program materials and assists with those that relate to District policy on curriculum and methodology that apply to school volunteer trainers, coordinators, and volunteers.
- Confers with school administrators, psychologists, and/or site coordinators and coordinates the volunteer program and the activities of the volunteers to assure the most appropriate program services for each school's needs.
- Assists in preparing reports to the Board of Education and to the participating firms and organizations analyzing the areas that are funded and the variety of services that are provided.
- Assesses the training needs of volunteers and selects trainers to schedule and provide necessary training.
- Maintains the volunteer database on a computer.
- May give work direction to and train staff who are involved in promoting, establishing, and maintaining school volunteer programs through local community, parent, and business contacts.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Volunteer Program Assistant coordinates the activities of 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 administrator of the School Volunteer Program, Director of LA's BEST. Work direction is exercised over clerical employees and/or student workers.

CLASS QUALIFICATIONS

Knowledge of:

- Activities necessary for establishing school volunteer programs
- Training techniques related to recruiting local business support and community and parent volunteers; running meetings and making presentations; and assessing school needs

Private organizations and firms currently involved or with the potential to be involved in school support programs  
Research techniques, including elementary statistics and cost assessment  
Organization of the Los Angeles Unified School District  
Effective supervisory techniques  
Basic mathematics

Ability to:

Make persuasive presentations to public and private organizations and firms  
Write clear, concise proposals and reports  
Determine effective methods of collecting, evaluating, and presenting data  
Maintain a database  
Determine training needs of volunteers and those who will train them  
Compose informational material and instructions in clear, concise language  
Deal tactfully and effectively with school volunteers, District personnel, community leaders, and officials in the public and private sectors

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience with primary responsibility for coordinating the activities of a volunteer program, after-school enrichment program, or youth development program that required preparation and presentation of materials to representatives of organizations and firms.

Special:

A valid California Driver License.  
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
08-10-15  
JPK<sup>2</sup>