



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Volunteer Services Specialist
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Office of Community Education

Position Summary:

The Volunteer Services Specialist oversees the recruitment, screening, training, placement, supervision and other functions related to volunteers serving the students of the St. Louis Public Schools. He/she accomplishes this role by collaborating with district and school staffs, along with corporations, organizations and individuals in the St. Louis community. The results of such efforts will be to improve the academic achievement of the district's students.

Essential Functions:

- Formulate a comprehensive, multi-year plan for the operation of the Office of Volunteer Services
- Work with principals and volunteer coordinators in each school to determine volunteer needs
- Work to develop a corps of volunteers which can address specific needs identified by the district and individual schools
- Work with for-profit and not-for-profit organizations to ensure that volunteer services to SLPS students are effective and responsive to their needs and the requests of parents and schools
- Work with community education specialists to match local school needs/business resources
- Nurture on-going relationships with local business leaders to meet the needs of specific schools
- Encourage and expand existing partnerships with local colleges and universities
- Work with community partners to find needed resources for specific projects
- Match needs of schools with resources of individuals or companies
- Develop new volunteer resources linked to individual schools
- Streamline and improve the volunteer application process
- Train volunteer coordinators in schools
- Provide volunteer coordinators with resources needed to support and track volunteers in schools
- Work with principals and volunteer coordinators to make sure that volunteers in their schools have been screened and that other appropriate measures are in place to ensure the safety of their students
- Understate efforts aimed at increasing the media coverage given to volunteers, and volunteer opportunities, serving the students of the SLPS
- Provide for the recognition and on-going encouragement of volunteers

Experience:

- Three to five years experience in collaborative projects involving corporations, not-for-profit organizations, labor union, religious organizations and other similar groups



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Education:

- Masters degree in education administration or related field

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills
- Knowledge of resources in the St. Louis community available to assist SLSP students in areas of academic need
- Skills that engage the broader community in cooperative efforts with the district and individual schools aimed at improved student learning and community pride
- Ability to grow the volunteer base from varied resources

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.