

<p>500-91123 Non Instructional Support Staff Line E. Community and Family Outreach Coordinator</p>	<p>WPS Volunteer Office (see attached job description). Specific duties include: This position works on all aspects of the Coats for Kids program (serving 2200+ children in all school sites, Head Start, Family Partnerships and several area shelters))</p> <ul style="list-style-type: none">○ Fundraising including major fundraiser each fall○ Grant writing- write all grants to community partners for funding.○ Contact community organization for donations for both fundraiser and program○ Operation Warm order (800+ items) Get items ready for school delivery, check sizes put names on them, keep accurate records○ Organize community shoppers, keep gift card records○ Organize individual donors, send out profiles, receive items back, check sizes, send to schools.○ Shop for emergency situations <p>Meets with community partners to discuss ongoing and new programs</p> <ul style="list-style-type: none">▪ RSVP<ul style="list-style-type: none">● Ongoing and new projects<ul style="list-style-type: none">○ Reading Partners○ Story Train○ Guided Reading Program○ Library volunteers○ Briarwood Program○ Robotic Program○ Story Walk○ Polar Express (fall 2013)
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	<ul style="list-style-type: none">• Orientation, screening and placement of all volunteers<ul style="list-style-type: none">• Verify timesheets▪ Assumption College reach Out Center<ul style="list-style-type: none">• Work with student leaders to develop new projects and continue ongoing projects▪ Businesses▪ Colleges<ul style="list-style-type: none">• Some (limited) internship placements <p>Coordinates the Books for Babies program</p> <ul style="list-style-type: none">▪ Developed program in conjunction with RSVP and UMass Memorial▪ Wrote grants to get funding for program▪ Developed materials for package this is delivered to the new Moms.▪ Ordered all books and promotional material▪ Recruited volunteers for program▪ Screening and orientation for volunteers▪ Kept accurate data for the project▪ Public Relations for the program▪ Meet 3x per year with the Advisory committee▪ Work with UMass Memorial to expand days and hours of program▪ Program evaluation <p>Story Train Program</p> <ul style="list-style-type: none">▪ Work with Early Childhood facilitator to develop project to align with the early childhood curriculum,▪ Met with principals to identify classrooms▪ Select books which align with the curriculum
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- Recruit new volunteers
- Screening, orientation and placement of volunteers
- Program evaluation

Reading Partners Program

- Identify new sites for the program (meet with principals)
- Work with school staff to develop program and teach them how to work with volunteers
- Recruit volunteers, screening, orientation and placement ongoing follow up
- Program evaluation

Library Processing Workshop for Parent Volunteers

- Did a citywide workshop for Parent volunteers interested in helping at their children's schools
- Applications and CORI forms done for volunteers

Robotic Volunteer

- This will expand next year currently the volunteer has visited 3 school

When requested the position will work with schools on parent volunteer programs.

Annually, the WPS volunteer Office speaks with approximately 320 individuals who called the office to inquire about Volunteer Opportunities, processes an application and CORI for new volunteers and orientation if needed, and coordinates placement.

**Worcester Public Schools
Worcester, Massachusetts**

Job Description

Position Coordinator of Volunteer Services

Reports to: Communication and School Support Coordinator

This position is accountable for the development and administration of all aspects of the District Wide School Volunteer Program.

Principal Accountabilities:

1. Responsible for the promotion, improvement and expansion of all aspects of the School Volunteer Program.
2. Responsible, in conjunction with each school principal, for assessing each school's volunteer needs, recommending and implementing programs based on needs.
3. Responsible for assisting in planning and implementing pre-service and in-service educational programs for school volunteers.
4. Responsible for recruitment, screening, training and scheduling of school volunteers.
5. Responsible for assisting the school principal with supervising and evaluating school based volunteer programs
6. Responsible for all public relations related to the School Volunteer Program in order to promote interest and stimulate growth and innovation.
7. Responsible for assessing and inventorying the human resources available within the City to meet the volunteer needs of each school.
8. Responsible for all aspects of the Coats for Kids Program, a collaborative program with the Junior League of Worcester, Head Start, Community Partnerships for Children and area homeless shelters, which provides new winter outerwear to children in need through private donations.

9. Responsible for coordinating and cooperating with all school and community agencies.
10. Responsible for preparing various reports as needed.
11. Responsible for preparing a budget for this program.
12. Responsible for providing equal educational employment opportunities to all individuals regardless of race, color, sex, age, martial status, religion national origin or handicap.
13. Performance of other job-related duties as required.

Required Qualifications:

1. Master's degree
2. Experience in community work and production of reports and written material.
3. Demonstrated leadership and service abilities.
4. Active participant in community activities.

Desired Qualifications:

1. Volunteer experience working with various groups and community organizations.

Work Year: School year

Salary: Teacher's Salary Schedule