

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DISTRICT VOLUNTEER LIAISON

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Valid Florida Driver's License
- Knowledge of procedures, laws, rules and regulations relating to background investigation
- Good communication skills
- Ability to stay organized, multi-task and work well under pressure
- Experience dealing with the public

Desired Qualifications

- Associate's Degree or 5 years equivalent work experience

Performance Responsibilities:

- Coordinate District Volunteer program for all schools and facilities
- Process applications and provide tracking and documentation for the volunteer program
- Coordinate and provide support all school site volunteer coordinators
- Provide refresher training to all school site volunteer coordinators on an annual basis
- Work with Marketing and Public Relations and professional associations to publicize opportunities for volunteers
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Recruit volunteers, mentors for the district volunteer programs
- Submit background checks on all volunteers yearly and screen for criminal history per board policy
- Notify volunteer applicants who have a criminal history and explain reasons for denial and the appeal process
- Review board policies regarding volunteers and submit changes on an annual basis
- Troubleshoot issues with volunteer software and serve as a liaison between the school volunteer coordinator and the software provider
- Coordinate and host the Department of Education awards luncheon for the district Outstanding School Volunteer, Five Star School Award, Parent Involvement, Golden and Silver Schools, Commissioner of Education Business Recognition and Superintendent Award for Volunteer Support
- Assure maintenance and confidentiality of all volunteer records

- Attend training, conferences and workshops pertaining to volunteer education programs
- Type correspondence, forms, memos and prepare reports as needed
- Answer incoming calls and maintain appointment calendar for the volunteer program
- Cross train with other employee's job duties to provide backup in case of their absence
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Human Resources and/or designee

Physical Demands:

Exerting up to 20 pounds of force occasionally and /or up to 10 pounds of force frequently, and or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level C

Job Code:

79099

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 7/6/15, 10/18/16, 06/25/19