

**Central Christian School
Volunteer Coordinator
Job Description
2019-2020**

The Volunteer Coordinator supports the strategic direction of Central Christian School by creating an avenue for community members to engage meaningfully with the school in a way that supports the mission of the school.

Supervision

The Volunteer Coordinator reports to the Superintendent.

Position

The Volunteer Coordinator serves as a liaison between teachers and other school staff and community volunteers. The Volunteer Coordinator creates volunteer job descriptions based on specific requests by teachers or staff, recruits to fill these positions, orients volunteers, mentors volunteers in their roles, evaluates volunteer positions, recognizes and thanks volunteers. For key volunteer roles, the Volunteer Coordinator also finds substitute volunteers when needed.

Pay Grade

Stipend

Expectations

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Follow all applicable school policies and procedures as outlined in the Employee Handbook.

Contract Information

This position is the equivalent of one day per week. Some time should be a face to face presence on campus, while other responsibilities could be done remotely.

Responsibilities

- Work closely with teachers and other staff to identify volunteer roles.
- Create job descriptions based on identified needs.
- Recruit, orient, and mentor volunteers in their roles.
- Coordinate the volunteer schedule.
- Maintain personnel records of volunteers and volunteer hours.
- Implement volunteer recognition.
- Secure substitutes for key roles, as needed.

Qualifications

- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.
- Education background preferred.
- Strong organizational and communication abilities.

If interested, please contact Jeanne Zimmerly Jantzi at JeanneJ@CentralChristianSchool.org with letter of intent and resume. Applications close on June 28.