



## **Volunteer Coordinator- Position Description**

### **General Description**

**Goal:** The Volunteer Coordinator assists in developing and supervising a volunteer program to facilitate the mission, goals, and objectives of Brookstone School.

**Overview:** The Volunteer Coordinator (VC) shall be a confessing Christian who maintains an active personal relationship with Christ as Savior and Lord. The VC shall be physically and mentally able to perform essential functions and basic duties of position, as described below, in a timely and efficient manner. The VC shall possess basic computer skills, including MS Word, Excel, and email. The VC shall be one who has a clear understanding of the philosophy and policies of Brookstone School. Other qualifications may be added by the Headmaster or Board as deemed appropriate.

**Responsible to:** Development Director

**Type of Position:** Non-salaried / Volunteer

### **Required Personal Qualities**

The Volunteer Coordinator shall:

1. Have received Jesus Christ as his/her personal Savior and Lord
2. Believe that the Bible is God's Word and standard for faith and daily living
3. Faithfully attend and actively support a local church that adheres to the principles listed in the Brookstone Statement of Faith
4. Be in whole-hearted agreement with the school's Statement of Faith
5. Be a Christian role model in attitude, speech, and actions both in and out of school to pupils, parents, and fellow employees. This includes agreement with and living in accordance with the Brookstone Declaration of Biblical and Ethical Integrity.

### **Additional Personal Qualities**

The Volunteer Coordinator shall:

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity,

- gratitude, kindness, self-control, perseverance, and punctuality
2. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy
  3. Meet everyday stress with emotional stability, objectivity, and optimism
  4. Respectfully submit and be loyal to constituted authority
  5. Use acceptable English in written and oral communication. Speak with clear articulation
  6. Shall notify the administration of any policy he/she is unable to support
  7. Refuse to use or circulate confidential information inappropriately

### **Job Description - Essential Functions**

The Volunteer Coordinator shall:

1. Assist in recruitment of volunteers
2. Assist with training and supervision of volunteers
3. Assist in maintenance and updates to the volunteer manual
4. Maintain and update Volunteer Database
5. Process volunteers, school and church groups providing program services
6. Work with staff to ensure proper background checks are conducted for the appropriate level of access to students
7. Understand & be able to communicate guidelines including volunteer responsibilities, administrative procedures, educational philosophy, etc.
8. Communicate announcements to volunteers regarding schedule changes & other matters related to school events
9. Conduct volunteer observations
10. Assist Development Director in evaluating each volunteer
11. In concert with the staff needs, place volunteers according to their gifts and interests with students for remediation, enrichment, and other services
12. Develop and implement a system for volunteer appreciation

### **Job Description - Supplemental Functions**

The Volunteer Coordinator shall:

1. Provide input and constructive recommendations for administrative and managerial

functions in the school

2. Perform other duties that may be assigned by the administration