

Anoka Hennepin Independent School District #11

Position Standard

Volunteer Services Supervisor

Volunteer Services is coordinated by Anoka-Hennepin Parent Involvement, a Community Education program. The Volunteer Services Supervisor is responsible for the supervision of Volunteer Services Coordinators in all schools, and will report to the Parent Involvement Coordinator.

Essential Functions:

- Supervise 35 Volunteer Services Coordinators (VSCs)
 - Recruit, interview, and hire coordinators, provide training
 - Monitor and approve work schedules
 - Conduct performance reviews on cycle
 - Process payroll
 - Develop, implement, and maintain operating practices and procedures consistent with other district programs
 - Develop and monitor Volunteer Services annual budget
- Determine scope and priority of each school's volunteer program with principal
- Collect, record, and report program data
- Provide direction, information, and resources for individual school volunteer programs in recruitment, training and supervision, recognition, risk management and collaboration; troubleshoot specific concerns regarding individual school programs
- Provide direction and assistance to district-wide volunteer efforts
- Align district-wide program with principles and developments in the field of volunteer management
- Promote the Volunteer Services Program inside and outside the Anoka-Hennepin community
- Schedule and facilitate staff development activities including orientation, inservices, monthly meetings, and trainings
- Facilitate meetings at individual schools between parents, VSCs, principals, and other staff

Minimum Qualifications:

- Bachelor's degree
- Demonstrated excellent oral and written communication and organizational skills
- Proficient with Microsoft Office software
- Volunteer experience
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Certification in Volunteer Administration or Certification in Volunteer Leadership preferred
- Organizational management, human resources or nonprofit management degree preferred
- Two plus years experience supervising or training coordinators of volunteers preferred
- Paid experience coordinating volunteers preferred

- Experience volunteering in two or more organizations preferred
- Experience in community collaborations and/or departmental collaborations within complex organizations

Physical Factors include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision (over20’), visual accommodation; field of vision

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling