

Cape Elizabeth School Department  
Job Description

**TITLE: Volunteer/Extended Learning Opportunities [ELO] Coordinator**

**QUALIFICATIONS:**

1. **Education/Certification:** College degree or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Teaching certificate not required.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the following skills: Organizational, communication, computer, public relations, facilitation, personnel management and negotiation, record-keeping, and problem-solving. Must demonstrate initiative and be self-motivated, having experience in volunteer coordination and being committed to volunteerism; Mentoring/coaching skills, understanding of Maine Learning Results, Guiding Principles, and performance-based assessments and reporting required. Ability to maintain positive relations with students, school staff and volunteers at all times is a necessity.
3. **Experience:** Successful experience in leadership, managerial and human relations skills preferred. Teaching experience is a plus, but not required.

**REPORTS TO:** Director of Instruction

**JOB GOALS:**

- To develop and coordinate a unified resource system within the district to articulate, endorse and encourage school, home and community partnerships enhancing the mission and beliefs of the Cape Elizabeth Schools.
- To identify, recruit, and facilitate linkages between potential ELO participants, and to provide ongoing logistical support to teachers, community partners, and students alike.

**PERFORMANCE RESPONSIBILITIES:**

As Volunteer Coordinator, the employee will have overall responsibility for the administration of the system-wide community resources program that includes, but is not limited to, the following:

1. Develop and evaluate volunteer participation through identification of needs, promotion of program, recruitment and placement of volunteers.
2. Support volunteers, students and staff in all aspects of volunteering.
3. Interview and screen community volunteers.
4. Hold mandatory volunteer awareness sessions for all volunteers, focusing on the rights and safety of students, especially confidentiality.
5. Process criminal record check forms for volunteers.
6. Maintain volunteer databases, providing specific volunteer information to staff members.
7. Coordinate the on-going development/revision of volunteer policies, program guidelines and volunteer handbook.

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8. Organize and maintain record systems and statistics documenting community resources and volunteer activities.
9. Identify staff needs for tangible resources in the schools and solicit items from the community.
10. Promote student volunteerism.
11. Direct in-school, site-based, student mentor program
  - a. Recruit, screen, train and place high school mentors, at the request of staff, with middle school and elementary school students, working closely with teachers, the school counselor and the social worker.
  - b. Provide supervision, support, evaluation and recognition for all mentors.
12. Plan and administrate the volunteer budget.
13. Prepare an annual report for administrators, school board members, and advisory committee members.
14. Participate in an annual evaluation of the volunteer program.
15. Act as an ambassador for the Cape Elizabeth School System, maximizing the connection between the schools and the community.

As ELO Coordinator, the employee will identify, recruit, and facilitate linkages between potential ELO participants, and to provide ongoing logistical support to teachers, community partners, and students alike.

1. As a resource for the Overseeing educator, develop and maintain best practices for the development and assessment of ELOs
2. Sustain and oversee resources, technology, supplies for ELOs
3. Participate in the creation of, and maintain the ELO budget
4. Monitor compliance with the district's policies on ELOs, volunteers, and insurance requirements; ME Department of Labor laws for minors; and the necessary applications and approvals for each
5. Participate in state-wide conversations and dialogues involving the future development and improvement of the ELO program
6. Liaison between faculty, staff, students, parents, and community members
7. Update and maintain public relations with community via website, local news papers, etc.
8. Interface with key school departments and teams such as CPT and Spec. Ed.
9. Provide ELO permissions, documentation, and insurance documents to community partners
10. Organize, execute, and host public ELO presentation and exhibitions
11. Promote, recruit, and monitor individual and group ELOs
12. Promote, recruit, and assist faculty and community partners
13. Develop plans for ELOs, in collaboration with students, educators, and community partners
14. Creatively dovetail student need with community resources
15. Monitor ongoing ELOs
16. Provide direct services to ELO students
17. Coordinate transportation needs for students
18. Establish ELO evaluation team
19. Collaborate with Teacher of Record and assessment team to determine grades

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20. Manage and maintain ELO records
21. Communicate with Guidance on a regular basis on ELO tracking and grading
22. Report ELO statistics to Director of Instruction on a semester basis

**TERMS OF EMPLOYMENT:** 40 hours per week/185 days per year (37 weeks)

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

**Environmental Conditions:** inside, outside, slippery surfaces, potential minimal biological exposure (human waste, body fluids), working around moving objects, working with students, working with adults, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:  
Revision approved: