

# LMS PTA Volunteer Coordinator Responsibilities

The volunteer coordinator's job is to connect volunteers to specific tasks/jobs or special events at the campus. The position encompasses acting as a recruiter, screener, trainer, supervisor, and advocate.

## The Volunteer Coordinator(s) shall:

- Be familiar with and adhere to the district's code of volunteer ethics, guidelines and best practices: [www.leanderisd.org/volunteeringguidelines](http://www.leanderisd.org/volunteeringguidelines)
- Complete an online volunteer application and criminal background check with the district prior to August. This must be renewed every year.
- Coordinate with LISD personnel in order to have access to the district's approved volunteers database (EZVolunteer or whichever system the district is currently using).
- Read and sign the *LISD Volunteer Coordinator Handbook & Contract* forwarded to you by the district once you've completed the above requirements. Adhere to the Volunteer Coordinator Duties and Guidelines: [www.leanderisd.org/volunteeringguidelines](http://www.leanderisd.org/volunteeringguidelines).
- Participate in the district's Volunteer Coordinator Orientation every August and any other leadership training sessions offered by TX PTA and the LISD Council of PTA's.
- Introduce yourself to the school's administration (principal or assistant to the principal) and communicate with them to assess priorities and volunteer needs for both ongoing tasks/roles as well as specific calendar events.
- Connect and collaborate with other volunteer leaders on your campus (PTA presidents, booster presidents, etc.) to serve in the most efficient capacity.
- Educate volunteers about the district's code of volunteer guidelines and best practices: [www.leanderisd.org/volunteeringguidelines](http://www.leanderisd.org/volunteeringguidelines) The school may ask you to host a volunteer orientation session.
- Maintain a list of approved volunteers in close coordination with the school's front desk. The school may ask you to print volunteer badges through the district's approved volunteer database, (this can be done on campus using school resources).
- Recruit volunteers for all school and PTA functions, creating and managing online volunteer signups (through district-approved platforms), including but not limited to: Tiger Camp, Teacher Appreciation events, Fall Dance, Thanksgiving Luncheon, Tiger Helping Tigers, 8<sup>th</sup> Grade Formal Dance, Teacher Appreciation Week, etc.
- Coordinate with the LISD Council of PTA's Clothes Closet Chair to recruit LMS volunteers to work on assigned days.
- Maintain and manage volunteer website, event calendar and PTA online store.
- Create and manage signups for donations and other requests from the school and the PTA.
- Send monthly newsletter, notifications and reminder emails to volunteers. Coordinate with the principal's assistant to include such communications in the school's weekly newsletter email.
- Answer to volunteers' emails and forwarded questions from school staff. Make communication and support for volunteers a priority. All our volunteers need to feel supported and that they are an important and vital part of the school community. Ongoing support is a hallmark for effective volunteer programs.
- Make sure volunteers are recognized and thanked during Volunteer Appreciation Week: usually the school's administration plans something for volunteers this week and the volunteer coordinator collaborates with the school to make sure they have an accurate list of current volunteers and communicates to volunteers what is planned.