

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: VOLUNTEER LIAISON/TRAINER**

**BASIC FUNCTION:**

Under general supervision of the Principal, operate a school site volunteer center through coordinating, supporting, increasing, and managing parent and communi2h(a)143

**ESSENTIAL DUTIES:**

Recruit, monitor, train, organize, evaluate, and support a wide spectrum of volunteers and volunteer services at a school site on an ongoing basis. Inform volunteers about the District wide committees and school groups and their function (i.e., School Site Council, PTA, Bilingual Advisory Committee).

Determine availability of volunteers and assist in scheduling their activities. Inform volunteers of training courses and may train volunteers in the proper use of office copying equipment as well as their role as a volunteer. W

Administer first aid/CPR as required.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organizations and committees and their functions.

Community resources available.

Proper grammar, punctuation, spelling and other office procedures and practices.

Organizing groups of individuals and instructing them in their responsibilities

Interpersonal skills including tact, patience and courtesy.

Strong communication skills.

Modern office practices and procedures.

**ABILITY TO:**

Provide own transportation to attend meetings at various locations.

Demonstrate proper use of proper grammar, English, punctuation, and spelling.

Set priorities and meet established deadlines.

Prepare simple schedules for volunteers to follow.

Provide direction to individuals and/or groups of individuals.

Establish rapport and work effectively with adolescents and adults.

Administer first aid and CPR and maintain current certifications.

