



EMPLOYMENT OPPORTUNITY

Pacifica School Volunteers is looking for a dynamic and enthusiastic individual to join our team as Volunteer Coordinator. This role requires a positive and collaborative person who enjoys working with people and supporting local public schools.

About Pacifica School Volunteers

Pacifica School Volunteers (PSV) is a non-profit organization serving schools in the Pacifica School District (PSD). PSV provides volunteers to support teachers and work with students both one-to-one and in small groups. PSV also provides volunteers for Pacifica community events including Read Aloud Days and Oceana High School's Senior Exhibition Program. During the summer, we offer ThinkBridge Camp which focuses on children's creativity and thrill of discovery.

The Volunteer Coordinator plays a key role at PSV by managing the volunteer recruitment, screening and placement process, and overseeing day to day office operations. The Volunteer Coordinator works collaboratively with PSV's Executive Director who focuses on programming and development.

The Position

Responsibilities *(include, but are not limited to):*

Volunteer Management

- Recruit, screen, train and place volunteers to assist students and teachers in classroom and after-school settings
- Provide regular on-going communication with current volunteers and teachers to ensure satisfaction and provide necessary support
- Maintain volunteer database and electronic files; ensure volunteer compliance with State and PSD regulations (TB testing, fingerprinting, etc.)
- Assist with volunteer evaluation process
- Assist with marketing, enrollment & volunteer management of ThinkBridge Camp

Administrative Support

- Update and maintain database - Windows and Google literacy is required
- Organize and maintain physical and electronic files
- Assist in communicating with volunteers, school personnel and ThinkBridge parents
- General office management and administrative tasks as required

Qualifications:

- Excellent communication and people skills
- Strong time management and organizational skills
- Proficiency in Word, Google & Excel
- Commitment to the mission of Pacifica School Volunteers
- Experience with presentation trainings and workshops
- Availability on occasion to work flexible hours for special events and meetings
- Ability to motivate and encourage volunteers
- Ability to pass Pacifica School District (PSD) fingerprinting and background security checks and any additional PSD requirements

Compensation:

- A non-benefited position, 4 hours per day, Monday thru Friday, observes school holidays and time off - \$25 per hour

Questions? Please contact:

Pacifica School Volunteers Executive Director

Phone: 650.355.9432

Email: psv.director@pacificasd.org

For a job application, go to:

www.Pacificaschoolvolunteers.org

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