

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Volunteer/Mentor Coordinator

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Reports to: Principal/ Superintendent

Goal: A coordinator of a mentoring program during school hours on school property. The goal is to plan, coordinate and supervise the Volunteer Mentoring Program to ensure it serves as an enhancement to the teachers, students and educational offerings of the school district.

Performance Responsibilities: Include but are not limited to the following:

- Plans, organizes and implements Mentor Program.
- Gathers and processes community mentor applications and student referrals.
- Communicates goals, objectives and processes of the Mentoring Program to
 - School District Staff
 - Parents and patrons
 - Community organizations.
- Promotes the Mentoring program in the community.
- Maintains records of:
 - List of volunteers
 - Assignments
 - Hours worked
- Generates and presents to the Principal/Superintendent/ SDC Care For Kids a year-end report.
- Observes Mentoring Program and solicits feedback from teachers, parents and students.
- Provides recognition for volunteers.
- Meet and greet the public in a courteous manner.
- Regular and dependable attendance

EDUCATION and/or EXPERIENCE: High school diploma or equivalent; written and verbal knowledge of computer word processing and e-mail; experience using copy machines helpful.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to communicate well, both verbally and in writing, with parents, patrons, staff and students.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS; *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.