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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SUPERVISOR OF VOLUNTEERS
Code: 210110 LPK
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Competitive

GENERAL STATEMENT OF DUTIES

Directs and supervises volunteers assisting teachers and allied personnel in a school situation.

COMPLEXITY OF DUTIES

This is responsible work requiring the directing, instructing and supervising of volunteers. The duties are performed under general supervision.

TYPICAL DUTIES

1. Assists in recruiting volunteers.
2. Gives basic instructions to new volunteers.
3. Assigns volunteers to specific duties.
4. Arranges for substitutes.
5. Assists in the evaluation of the volunteer program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the school functions that utilize volunteers.
2. Ability to train, assign and supervise volunteers.
3. Ability to establish and maintain effective working relationships with associates and subordinates.
4. Ability to keep records.

MINIMUM QUALIFICATIONS

Training and Experience

1. Completion of two years of work at an accredited college or university and some experience on either a paid or volunteer basis that has involved recruiting, training and supervising volunteers.
or
2. Graduation from a standard high school and two years experience as above.

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