

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7353  
Pay Grade: D07

FLSA: Non-Exempt

**FAMILY & COMMUNITY LIAISON**

**MAJOR FUNCTION:**

Provides assistance to principals, teachers, and program coordinators by performing tasks relating to the recruiting, interviewing, placing, monitoring and recognizing of school volunteers. Work is performed under general direction and is reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Assists in the development of specific objectives for volunteer/community involvement activities based on school needs assessment.
- Recruits parents, senior citizens, and other local residents from mobile home parks, church gatherings, community meetings to serve as school volunteers.
- Assists in the coordination of training for school staff on the use of volunteers; periodically updates school personnel on the program's purpose and policies.
- Assists in interviewing, placing, and scheduling volunteers; participates in the orientation and training for volunteers; monitors volunteer placement.
- Arranges for materials and workspace for volunteers.
- Maintains a central location for volunteers to sign-in and to receive notices about training, special events, and new volunteer opportunities.
- Assists the area coordinator in organizing a publicity plan to keep schools and community informed about the volunteer program.
- Provides the communication link between principal, teachers, parents, students, office staff, aides and volunteers.
- Organizes volunteer recognition ceremonies and provides on-going support for volunteers and teachers.
- Participates in the annual volunteer program evaluation.
- Assists in the coordination of business and community partnerships.
- Maintains records on volunteer activities.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, plus one (1) year of experience related, or similar, to the above mentioned duties and responsibilities.

ISSUED: 7/87 PBL; BOARD APPROVED: 7/22/87; TITLE BOARD APPROVED: 11/9/88; TITLE REVISED: 5/92 PBL; BOARD APPROVED: 5/27/92; REVISED WC: 6/04 LM; REVISED TITLE AND MQ's: 9/05 AK; BOARD APPROVED: 10/11/05.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**FAMILY & COMMUNITY LIAISON**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				