



Welcome to the Boise School District!

Thank you for serving your school as a Volunteer Coordinator.

YOU are the link between the volunteers at your school, student needs, and teaching/staff for the Boise School District.

What sets our District apart is the true sense of caring exhibited by District staff and volunteers. The Boise School District started the **Volunteer Services Program** in 1970 with the assistance of the Junior League of Boise; the purpose: *To assist school district staff in the individualization and enrichment of educational opportunities for all students.* Nearly 40 years later, the need for volunteer involvement exists now more than ever!

Job Description

As Volunteer Coordinator, you will organize the volunteer program at your school under the direction of the school principal. Support and assistance is available through the Boise School Volunteer Office (854-4041) and the Volunteer Executive Board.

The main goals for a Volunteer Coordinator are to:

1. Work with the principal at your school
2. Help teachers assess their volunteer needs
3. Recruit volunteers
4. Train volunteers
5. Recognize/thank volunteers



Working with and supporting the Principal at your school.

The principal is the supervisor of the volunteer program at his/her school. To have a successful program, you must work together.

- Meet with the principal at the beginning of the school year.
- With the principal's permission, attend a faculty meeting to introduce yourself and get input as to how you can best serve your school.
- Always seek cooperation, support, and permission from the principal.

Helping teachers assess their needs for volunteers.

Support each teacher's unique needs for volunteers. Encourage teachers to complete a request form for specific needs in their classroom. (*Available for download, see "Forms"*)

- Work with teacher to match their needs with volunteers' interests, talents, and availability.
- Work toward two-way communication between teaching/staff and volunteers.
- Ask teachers to leave written instructions for substitute teachers regarding volunteer responsibilities.
- Encourage staff to contact you with questions, needs, and concerns.
- Encourage teachers to show appreciation for volunteers.

Studies show profound benefits for students when parents/patrons volunteer at school:

- Higher achievement
- Enriched curriculum
- Identification with successful role models.
- Increased motivation
- More positive attitudes and behavior
- Increased sense of value for education
- Increased desire to serve others
- Increased awareness of career options

Recruiting volunteers for your school. Invite new and incoming parents/patrons to volunteer.

- Use school newsletters, flyers and bulletin boards.
- Inform parents and patrons of volunteer opportunities throughout the year.
- Provide volunteer sign-ups at Open Houses, Back to School Night, and Parent-Teacher Conferences, etc. (*Examples available for download, see “Forms”*)



Training Volunteers. As the Volunteer Coordinator, you may hold a volunteer orientation at the beginning of the school year to help volunteers understand the important role they play in the school and to receive District and school policies.

- Produce a volunteer handbook for your school that includes a school map, guidelines and policies, coordinator names and phone numbers, etc. (*examples of handbooks available for download, see “Forms”*)
- Reinforce the District/school policies, procedures and guidelines for volunteers.
- Ensure volunteers’ effectiveness; volunteers must be dependable, punctual, and perform the tasks they agree to do.
- Help volunteers communicate professionally and effectively with staff.
- Volunteers should reflect genuine concern for children through a warm, friendly, caring manner.

The single most important factor that determines how involved parents are in their child's learning is the degree to which schools reach out to them and find ways for them to be involved.

Showing recognition and appreciation to volunteers at your school. At the beginning of each school year, Boise School Volunteers will request financial support to purchase volunteer thank you tokens. Encourage your principal to support this program. Then, during national School Volunteer Week in spring, small tokens of appreciation will be available for your volunteers.

In addition, you may honor volunteers in other ways:

- Recognize volunteers at school events and/or in the school newsletter.
- Write personal notes.
- Hold a school event.
- Personally thank volunteers.
- Encourage principal and staff to reinforce and support volunteers
- Support and work with the parent organization at your school particularly with school events that require volunteers.



The Boise School Volunteers Services will hold a District wide seminar twice during the school year to help Volunteer Coordinators. You will be able to meet with experienced Volunteer Coordinators and learn best practices, brainstorm on fundraising ideas, and share other important information. Please plan to attend.

If ever you have any questions or concerns, please contact Christina Hoskin, Community Relations Facilitator, via phone: 854-4041, e-mail: christina.hoskin@boiseschools.org. or fax: 854-4004.

*Thank you for your service to our students and staff!
Your efforts do not go unnoticed
and are very much appreciated!*