

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Service Organizations

(Volunteer Connection, S.A.D.D., Reading Club, Art Club, Broadcasting Club, National Honor Society)

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. Harlem School District Staff Member preferred
2. Ability to work effectively with parents, students, staff and community
3. Organizational Skills

Terms of Employment:

- Year to Year Contract
- Differential

Duties and Responsibilities:

1. Recruit students to participate in community projects.
2. Communicate program objectives to encourage student participation.
3. Schedule fundraising and volunteer activities.
4. Maintain records of student involvement.
5. Monitor eligibility of students if necessary.
6. Arrange transportation if necessary for student activities.
7. Follow District Policy regarding donations.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
10. Represent the Harlem Consolidated School District in a professional manner.
11. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.