Common Volunteer Coordinator Duties

**Communication**

* Meet with school leaders (principals, teachers, librarians) and PTO committee chairs to determine their volunteer needs.
* Serve as the liaison between the school and community, promoting ways to get involved and how to help.
* Promote volunteer opportunities widely.
* Forward lists of volunteers by activity or event and share with committee and event chair people when they need the information.
* Share volunteer openings with board and general PTA members so they can let others know. This is especially helpful when caught off-guard, such as at the grocery store when a neighbor says, “I’d like to get involved but don’t know what I could do.”

**Recruitment**

* Determine the best way to recruit volunteers inside and outside of school.
* Thank volunteers throughout the year.
* Prepare detailed job descriptions for volunteers so they know what is expected of them.
* Keep a set of volunteer guidelines in the school office and on your website to send to new families who join the school throughout the year.
* Possibly help the principal recruit for school activities, such as lunchroom duty or recess supervision.

**Organization**

* Organize volunteer needs in a database, being specific about number needed, dates and times, and duties to be fulfilled.
* Develop a master calendar of volunteer needs.
* Use online tools to manage and solicit volunteers.
* Keep a list of volunteers from year to year to allow for easy follow-up.