

## POSITION DESCRIPTION

**POSITION:** Outreach Room Coordinator

**PURPOSE:** Serve as volunteer coordinator for students at EPHS. Approve applications for varsity letter in community service. Approve and order Presidential Volunteer Service Awards. Train and supervise parent volunteers.

**PRIMARY CUSTOMERS:** **Internal:** Key Club, NHS  
**External:** Students, parents, and community

### POSITION QUALIFICATIONS:

**Education/Certification:**

- High School Diploma or equivalent.
- Computer competency is necessary.

**Experience:**

- Previous parent volunteer in the Outreach Room preferred but not necessary.

**Qualifications:**

- Computer competence and a willingness to work closely with students.

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

### ESSENTIAL RESPONSIBILITIES:

1. **1<sup>st</sup> responsibility.** Set up postings of volunteer opportunities as they are received from other area schools and community organizations and communicate them to students.
2. **2<sup>nd</sup> responsibility.** Coordinate and approve Varsity Letters in Community Service and Presidential Volunteer Service Award.
3. **3<sup>rd</sup> responsibility.** Recruit and supervise parent volunteer in the room.
4. **Other duties as assigned.**

### STANDARD MEASURES OF ACCOMPLISHMENT:

1. Number of volunteer opportunities for EPHS students
2. Lettering opportunities and Presidential Service award recipients

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

### TERMS OF EMPLOYMENT:

Classification Number: Class, Level 1  
Hours/Week: varies – 2-4 hours/day  
Days/Year: 2-3 days/week  
Begins: September - May

### EVALUATION:

A continuous performance improvement process will be developed with the supervisor.