

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER I, Community Involvement

QUALIFICATIONS

- Associate's degree required, Bachelor's Degree or higher preferred.
- Five (5) years' experience in community relations, community volunteerism, or administration of volunteers.
- Experience with special event planning and coordination preferred.
- Experience or training in business management with emphasis on budget preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community agencies and organizations.
- Knowledge of computer applications as they relate to specific job functions.
- Knowledge of the needs and interests of donors and volunteers to develop, steward, and enhance relationships, thus inspiring investment in Seminole County Public Schools.
- Knowledge and application of School Board policies and procedures.
- Ability to relate effectively with the public, school administrators, and teachers.
- Strong oral and written communication skills.
- Working knowledge of electronic and social media.

SUPERVISION

REPORTS TO Communications Officer
SUPERVISES Executive Secretary of Community Involvement and/or Community Involvement support staff

POSITION GOAL

To develop long-range plans for effective community relations to benefit schools; to collaboratively coordinate community involvement efforts by managing the volunteer process, programs, and the recruitment of mentors and other business partners to support both schools and the District.

PERFORMANCE RESPONSIBILITIES

1. *Provide leadership in developing, planning, implementing, and evaluating the Community Involvement programs, including volunteer Dividend Programs and Partners in Education.
2. *Establish program goals, objectives, activities, and evaluation procedures.
3. *Recruit business and community organizations to develop partnerships with Seminole County Public Schools and maintain on-going communication with them.
4. *Develop and monitor the budget, purchase orders, and leave requests of department personnel, as directed.
5. *Serve as the Seminole County Public Schools liaison with various parent, business, and community groups interested in providing services or getting involved with assisting the District.
6. *Provide in-service training to school administrators, school volunteer coordinators, Partners in Education coordinators, and Raptor coordinators.
7. *Work with administrators on both the school and District level to develop programs designed to match community skills with student and school needs.
8. *Develop creative programs and provide Community Involvement recruitment, training and monitoring, including senior citizens, parents, non-parents, students, and business partners.
9. *Establish and maintain all data and records pertaining to volunteer-partnership programs and prepare and submit all reports in a timely manner.
10. *Assist with the development and maintenance of the District's Volunteer/Visitor/Student/Staff Management System.

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11. *Provide direct management of the District's volunteer program, which includes obtaining background checks on prospective volunteers as required by state law and District policy, including additional documents required for volunteer coaches, mentors, and overnight chaperones.
12. *Coordinate recognition and appreciation activities for volunteers, businesses, and civic organizations.
13. *Manage, plan, implement, and execute District special events including, but not limited to, Teacher of the Year, Dividends Volunteer Appreciation, Annual Holiday Programs, Support Professionals Appreciation, and more.
14. *Work with the Foundation for Seminole County Public Schools, events sponsors, and District leadership to identify expectations and needs to ensure overall event success.
15. Perform other duties as assigned by the Communications Officer.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-15-I \$35,712 - \$57,250

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 9100
Job Code 1322
Survey Code 91010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 11, 2021
June 26, 2012

ADA Information Provided by Michael Lawrence
Position Description Prepared by Michael Lawrence