

**Roswell Independent School District
Job Description**

Job Title: VOLUNTEERS

Reports To: BUILDING PRINCIPAL/ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

General Job Description:

The Board recognizes that the District and its schools make extensive use of volunteers for many of the District-or school-sponsored programs and those volunteers can make valuable contributions to the students and educational programs of the District. The superintendent or his/her designee is hereby authorized to develop procedures for organizing and managing volunteer programs and the application process to accept qualified, interested individuals who wish to volunteer with the District.

Please refer to #3330 on Board Policy and Reference: NMAC 6.50.18.1

- A. **Regular Volunteers:** means those persons, including relatives of students who commit to serve on a regular basis at a school district without compensation.
- B. **Spontaneous Volunteers:** means those persons who agree to fill an urgent, temporary need for a school district without compensation and who are not pre-registered as a regular volunteer.

Essential Duties and Responsibilities:

1. All prospective regular volunteers, shall be interviewed and consent to a background check that includes, but not limited to, history of drug abuse or drug dealing, domestic violence, DUI offense, and sex crimes.
2. All regular volunteers shall be provided with a description of a volunteer position which outlines specific duties, time commitment and qualifications for acceptance as a regular volunteer.
3. Regular volunteers shall be provided appropriate training, supervision, and evaluation for the positions for which they are volunteers.
4. Regular volunteers shall be informed about the code of ethics and standards of professional conduct as provided in 6.60.9.8 and 6.60.9.9 NMAC and instructed that the failure to obey these regulations is grounds for dismissal from the volunteer program.
5. Regular volunteers must be informed and consent to the District's Volunteer Pledge, attached hereto, prior to providing volunteer services.
6. ***Exception Spontaneous Volunteers are not subject to these procedures; but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school district, charter school or other educational entity.***
7. Maintain confidentiality with sensitive matters.
8. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
9. Work independently with very little supervision.
10. May be required to perform other related duties/functions as assigned by your supervisor/building principal.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

VOLUNTEERS (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasions.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date

**Please read and sign the attached Volunteer Pledge.*