



SEATTLE
PUBLIC
SCHOOLS

Volunteer Coordinator Manual

Created by the Office for Community Learning

John Stanford Center for Educational Excellence

2445 Third Avenue South
Seattle, WA 98134

Mailing Address

Office for Community Learning
MS 33-160
PO Box 34165
Seattle, WA 98124-1165

Web: www.seattleschools/area/vol

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Individual contributors include: Lois Brewer, Suzanne Erickson, Khalsa Joslin, Lynn Livesly, Trisha Matthieu, Joyce Mork-O'Brien, Colin Sexton, Patrick Sexton, Margo Siegenthaler, and Sara Tenney-Espinosa.

The content of this publication is a collection of information gathered over many years by different individuals and groups. Some sources have been impossible to trace, so our apologies for omissions.

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Editor: Colin Sexton
Volunteer Services Coordinator
Seattle Public Schools

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INTRODUCTION

The role of the school-based Volunteer Coordinator is vital to the success of the school and the students it serves. Schools are becoming increasingly reliant upon the development of effective school and community partnerships that share a common vision of student support and achievement.

This manual has been developed to support the work of the school-based Volunteer Coordinator. Our intention is to better guide the work of new Volunteer Coordinators as well as to provide the veteran coordinator with some ideas for program enhancement.

These materials can be adapted to better meet your specific program needs. They are simply offered as examples.

As you work to improve education and support for our children through volunteer management, please remember that the work you do is integral to both the school as well as the broader community.

Thank you for all that you do.

As the Hawaiian Proverb says:

“Blessings come to those who persist in doing good”

HOW TO USE THIS BOOK

The information and ideas offered in this book are meant to be suggestions for establishing or improving your volunteer programs. We recognize that most volunteer programs have minimal staff time and resources. Any program would be challenged to implement all of the suggestions in this book. Glance at the sections and read the information that is most pertinent. Pick out the highlights of each section for yourself.

Some of the information is based on established best practices for volunteer programs, some is based on local experience, and much of it is simply common sense.

If you need a quick start without all of the program management information, see the next page for the FAST Start.

Section I contains some general thoughts from people who are coordinating volunteers in our schools. If you read nothing else, this section should be very valuable to you.

The following sections will offer general volunteer management information as well as sections specific to education-based volunteer programs.