



Position Description: Falmouth VIPS School Liaison

VIPS is seeking individuals interested in serving as a VIPS School Liaison. The role of a School Liaison is to serve as the go-between for a school and the VIPS office. This is a volunteer position. Ideal candidates will be volunteers who are already spending time at a school and would be interested in serving in a more active role.

Responsibilities include:

- Collect Volunteer Registration Forms from the VIPS mailbox at the school and create/update a volunteer database for that school (email addresses and phone numbers to be used for volunteer request emails)
- Forward Registration Forms to the VIPS office to be kept on file (copies may be kept by the School Liaison if desired)
- Communicate with school staff members to identify needs for volunteers (this can be done through email and/or by attending a staff meeting)
- Attend occasional PTO meetings to share information, needs, and issues relating to school volunteers
- Work with school support staff to identify volunteers whose CORI forms need updating (both School Liaisons and School secretaries will receive a list of "current CORI volunteers")
- Work with VIPS staff to host a Volunteer Reception/Orientation
- Work with VIPS staff to orient new volunteers to the building, provide tour if necessary
- Work with VIPS staff to inform volunteers of trainings or meetings related to volunteer opportunities or programs
- Work with School principal to identify a Volunteer Sign-in/sign-out process that works for that school
- Encourage and remind volunteers to log their hours using any of the methods available (online at www.falmouthvips.org, paper forms, email, or log book at the school)
- Work with School principal, PTO, and staff to communicate news about VIPS events or programs using school communication vehicles (newsletters, emails, etc.)
- Send in Volunteer Hours to the VIPS office monthly (VIPS office will send reminders); Excel spreadsheet template will be provided.
- Check in periodically with School Principal, PTO leadership, and Staff to make sure volunteers are being utilized, volunteers are meeting the needs of the staff, and work to fill any unmet needs by contacting the VIPS office
- Assist in the nomination process for the annual *Outstanding Volunteer of the Year* award
- Share success stories with the VIPS office for use in VIPS publicity, including the VIPS website, eNewsletter, newspaper articles

NOTE: VIPS staff will provide training, ongoing assistance, and guidance throughout the school year. There will be periodic meetings of the School Liaisons from all schools to share ideas.

School Liaisons sometimes find it helpful to share the duties by working with a friend or colleague.

Interested? Please contact VIPS by emailing vips@falmouth.k12.ma.us!