



## BUILDING LIAISON JOB DESCRIPTION

The Building Liaison plays a critical role in the success of the program. As the representative of the school, this is the person parents and volunteers will see and talk with most often. The Building Liaison:

- Implements the program at individual schools
- Accepts student and teacher requests for the program
- Matches students with adult volunteers
- Serves as a contact person for parents
- Distributes and collects staff requests and parent permission forms
- Completes Volunteer Data form and returns it to coordinator
- Provides supplemental building-level orientation and job specific training for new volunteers and introduces volunteers to students
- Makes arrangements for the location of the sign-in notebooks and name tags and sends sign-in slips on a regular basis to the district coordinator's office
- Distributes materials and notices sent by the program's school district office to school staff and volunteers
- Acts as a liaison between the school and the program's school district coordinator
- Is a resource to volunteers to provide support and answer questions
- Works with the program's district coordinator to develop volunteer recognition events
- Participates in volunteer appreciation activities
- Keeps the school district coordinator informed of needs and issues at the school