



Environmental
Charter Schools

ENVIRONMENTAL CHARTER SCHOOLS

Volunteer (Non Exempt)

Job Description

2012-13

Overview

Environmental Charter Schools (ECS) volunteers are responsible for assisting in office support, campus tours, events, phone calls and other areas as needed. Volunteers will report directly to their supervisor. A work schedule will be mutually agreed upon. This is a volunteer position and is unpaid. Volunteers are expected to be flexible and responsive to changes in the scope of their duties. Volunteers are expected to evidence professional work habits including but not limited to being on time, following arriving on time and prepared for meetings and events, being responsive and following through. Volunteers should exhibit a positive attitude in relation with donors and fellow staff, and work as a team member with the entire ECS team on all department events and activities.

Requirements:

- TB skin Test
- Clearance from the Department of Justice

Responsibilities:

- To be reliable
- To report to ECS at the agreed upon times
- To carry out work to the best of his/her ability and to do so in a way that supports the mission of ECS
- To attend trainings, meetings, etc. If they are agreed as part of the volunteers role
- To ask for help when needed
- To adhere to ECS's Policies and Procedures
- To maintain strict confidential information only with authorized persons

How to Apply

- Engaging Cover Letter
- Resume
- Two (2) Letters of Recommendations

ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability.

