



SCHOOL SERVICES

COLLEGE & CAREER COVE VOLUNTEERS

PURPOSE: TO SOLICIT, SCHEDULE, TRAIN, AND MONITOR VOLUNTEERS;
TO ENCOURAGE PARENT INVOLVEMENT

1. Update volunteer binder which stays in the Career Center. This contains sign in sheets, status notes, schedules, ongoing project directions, computer sign on information, volunteer contact lists.
2. Obtain, train, and schedule volunteers to staff the Career Center. Provide them with information packets containing directions and requirements. Current shift time is 11:45-1:45. Have volunteers ready to go day one of school.
3. Prepare and e-mail monthly calendar to volunteers.
4. Daily volunteers need to follow-up to see that applications, catalogs, view books, scholarship information, etc. are kept current and in the correct place.
5. Conduct 'Career Center/GCIS' training for classes of students as scheduled by the Counseling office.