POSITION DESCRIPTION

TITLE: Lunch Buddy Coordinator
LOCATION: Elementary
REPORTS TO: Principal
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the general supervision of the building Principal, the primary responsibility of the Lunch Buddy Coordinator is to recruit volunteers and to maintain and monitor the volunteer/student Lunch Buddy Program.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, parents and community members.
2. Recruit volunteers to work in the Lunch Buddy Program.
3. Maintain and monitor the volunteer Lunch Buddy Program.
4. Maintain effective working relationship with teachers, building staff, students, parents and community members.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Standing (Up to 33%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking (Up to 33%)</td>
<td>Hearing (66-100%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:
| Verbal Communication (66-100%) | Written Communication (66-100%) | Confidentiality (66-100%) |

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Light typing/keyboarding
2. Demonstrated ability to communicate effectively with students, staff, parents and community members.
3. Ability or willingness to learn the computer.
4. Demonstrated ability to operate the tools and equipment listed above.
5. Demonstrated organizational skills and the ability to follow through.
6. Demonstrated ability to work independently.
7. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Days Per Year (Includes Holidays)</th>
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<tbody>
<tr>
<td>Variable</td>
<td>Hrs. Per Day</td>
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</tbody>
</table>

PSE: ___________________________  Date: _____________

District: ___________________________  Date: _____________

New
Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Lunch Buddy Coordinator