

PERSONNEL COMMISSION  
JOB DESCRIPTION

CAJON VALLEY UNION SCHOOL DISTRICT  
750 E. MAIN ST., EL CAJON, CA 92020

**VOLUNTEER LIAISON/TRAINER w/ BILINGUAL SKILL**

JOB SUMMARY

VOLUNTEER LIAISON/TRAINER w/ BILINGUAL SKILL

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- Ability to: Provide own transportation to attend meetings at various locations. Demonstrate proper use of proper grammar, spelling, punctuation and pronunciation in both English and other specified second language. Accurately translate and interpret for non-English speaking individuals. Set priorities and meet established deadlines. Prepare simple schedules for volunteers to follow. Provide direction to individuals and/or groups of individuals. Operate a computer and assigned software.
- LICENSE Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.
- PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.