

**Mt. Blue Regional School District
Farmington, Maine**

Job Opening

**Position: Volunteer Coordinator / Public Relations /
Clerical Support**

190 days per school year

CHRC Approval Required
Bachelor's Degree Preferred

Responsible for coordinating and directing the School Volunteer Program at Mt. Blue Regional School District - to include recruiting, interviewing, training and placing volunteers

Seek out, gather, submit and/or publish school district news to share with the community through print media, social media, our district website, and other means as appropriate

Provide clerical support to District Office administration

Interested individuals should submit a letter of intent, a non-teaching application, current resume, 3 **signed** letters of recommendation (within the past three years), transcripts, copy of Maine DOE CHRC Approval to: Mt. Blue Regional School District, ATTN: Human Resources, 129 Seamon Road, Suite 2, Farmington, ME 04938 or by email to cdixon@mtbluersd.org

The search for this position will remain open until a suitable candidate is found. Applications are available on our website at mtbluersd.org AA/EOE