

Highland Rim Economic Corporation/Head Start

Head Start Volunteer

Reports to: Area Coordinator

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Assists with providing opportunities for all children to develop positive self-esteem, as well as fine and gross motor, self-help, language, social and cognitive skills.
- Adheres to all operational policies and procedures for the Head Start program to ensure compliance with Federal Performance Standards and established Program Plans.
- Interacts with parents and other family members to promote optimum participation.
- Assists their Lead Teacher.
- Assists teaching staff and performs various janitorial duties as needed to ensure the cleanliness of the center.
- Promote literacy within the children and families we serve.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications/Requirements: Volunteer

- Ensure a periodic physical examination and tuberculin test.
- The incumbent is subject to a criminal background check and must pass pre-employment drug screen and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to follow and adhere to all established program policies and procedures required to ensure program compliance with all governing entities.
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.