

Highland Rim Economic Corporation

Title: Volunteer	Reports to:
Status: Non-Exempt	Department: Head Start
Skill Level:	Pay Grade:
Location of Work:	

Description:

The Volunteer adheres to all operational policies. Works closely with classroom staff in ensuring children are supervised and are interacting appropriately with children.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- 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 the 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
- Prepares meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all special diets needed
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc., in accordance with Health Department regulations
- Ensures proper documentation of food, freezer and refrigerator temperatures
- Maintains confidentiality of all records and information for staff, children, and families
- ***Performs other duties as assigned to meet the needs of the organization***

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Qualifications/Requirements:

- 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

Physical Requirements:

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The required physical demands described above are not all inclusive in describing the demands 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.

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.

Signature: _____

Date: _____