

HEAD START VOLUNTEER

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 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.
- Maintains confidentiality of all records and information for staff, children, and families.
- Performs related duties as required.

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.

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: 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.

Highland Rim Economic Corporation – 6/18/2015

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Signature _____ Date _____ Initials _____