**Head Start General Job Descriptions for Volunteers and CWEP**

In-Kind Worth per True Value Assessment for Each Volunteer Position Is Determined Annually

**General Duties**

Bus Aide:

* Aid on the bus
* Attend bus aide training
* Follow hand-in-hand policy
* Aid in evacuation drills

Classroom Aide:

* Follow supervision of Head Start staff
* Work as a team member with children; follow instructions
* Assist children in activities/assist in library
* Must be sensitive to the cultural values of children’s background and special needs
* Assist with teeth brushing
* Eat with children when necessary
* Assist with cleaning and sanitation
* Aid on the bus

Kitchen Aide:

* Assist the cook where and when needed
* Sit with children at the lunch table when an adult is needed
* Wear a hair net
* Follow food preparation regulations

Custodial Volunteer:

* Sweep, mop, and dust
* Clean bathrooms
* Shampoo carpets as necessary
* Empty trash, clean trash cans
* Shovel snow, salt walks and porches as needed
* Maintain lawn

Office Volunteer:

* Assist as agency receptionist
* Answer the phone and refer messages
* Type and use computer
* Make copies, file, and send faxes
* Assist coordinators and administrative staff
* Maintain a neat and clean office
* Inventory monthly
* Use proper office etiquette
* Observe closed door policy

**Qualifications:**

Someone who takes pleasure in working with 3 to 5 year old children and who is willing to learn more about fostering the growth and development of the children.

* Complete screening and orientation with Volunteer Coordinator.
* Responsibility
* Dependability
* Ability to work with children and adults
* Good communication skills
* Good personal hygiene

**Requirements:**

* Free of Child Abuse/Neglect (CIB). Photo identification badge will be given to regular volunteer pending CIB clearance
* Criminal Investigation Background Check and Protective Services Record Check – all regular volunteers working with the children must have a CIB every two years
* Have a valid food handler’s card if volunteering in the kitchen or classroom
* TB Test
* Confidentiality at all times
* Health physical (required for regular volunteers who are scheduled for 40 hours or more per month in the center)
* Maintain professionalism (profanity prohibited)
* Contact assigned staff when unable to work scheduled hours
* CPR and First Aide Certifications (for nursing regular volunteers only)
* TB/risk assessment (annually)
* Minimum 9th grade education (for office workers)
* Any reasonably related duties assigned

All volunteers must be at least 13 years of age to volunteer at Upshur Human Resources, Inc. Individuals over thirteen (13) and under eighteen (18) years of age may volunteer. Prior to permitting them direct contact with the children on a regular basis, Head Start shall have on file a signed affidavit from the individual’s parent stating that his or her child has never been arrested or convicted of an offense against a person. (Day Care Regulation 8.4.h; a.11, a.11.a, 8.4.h) Regular volunteers are on a 90 day probationary period. Children are not permitted to accompany volunteers. Regular volunteer status is contingent upon UHR Inc. Head Start receiving a Criminal Investigation Background clearance.

**Profanity Statement**

Volunteers shall not use profanity or vulgar language and must maintain professionalism at all times.

**Religious Statement**

Volunteers shall not give religious instruction, conduct working services, or engage in any form of proselytization as part of their duties.

Please check all areas of volunteer interest.

Bus Aide

Bus Driver’s Signature Date

Classroom Aide

Teacher’s Signature Date

Kitchen Aide

Cook’s Signature Date

Custodial Aide

Maintenance Technician’s Signature Date

Office Volunteer

Executive Secretary’s Signature Date

Volunteer’s Signature/Date Volunteer Coordinator’s Signature/Date

Volunteer Location(s)

Parent/Student/Community Volunteer