

VOLUNTEER JOB DESCRIPTION

PURPOSE: To assist the Head Start staff to promote a classroom atmosphere that makes children feel good about themselves and to help them have successful experience each day. To assist volunteers to develop and enhance their skills in working with young children.

JOB DUTIES: Any time you are volunteering in class, you must always stay in sight of the Head Start staff.

1. Assist the teaching staff in planning and carrying out the daily schedule.
2. Assist in the preparation of daily educational materials and in setting up, organizing, and caring for the classroom.
3. Assist teaching staff with routines such as arrival/departure procedures.
4. Teach good health practices through supervision of toileting activities.
5. Model appropriate nutrition habits through interaction with children at meal times.
6. Reinforce safety guidelines by assisting staff with loading and unloading of buses.
7. Interact with children on the playground to enhance motor and social skills. (Adults do NOT sit during playground time.)
8. Work directly with children in a classroom setting in various learning activities from the daily lesson plan. Activities may be, but are not limited to:
 - A. **Free Art:** Activities designed to allow the children freedom to express themselves with a variety of materials, without the influence of adult judgement of their abilities.
 - B. **Dramatic Play:** Activities designed to enhance social skills and to practice life skills.
 - C. **Block Play:** Activities designed to teach early math skills such as shapes, sizes, seriation, etc.
 - D. **Reading Center:** Encourage children to use written material as a resource in development of language and cognitive skills.
 - E. **Science Center:** Activities designed to encourage exploration and experimentation with new or unfamiliar objects.
 - F. **Manipulative Center:** Materials are provided to enhance concepts such as: pre-reading, color recognition, number relationships, etc.
9. Assist in planning field trips or special events for both children and adults.
10. Work with a child on a one-to-one basis. (Examples: reading a special story, going for a walk, or working on a puzzle.)
11. Assist at activity transitions to ensure that the changes take place as smoothly as possible. (Small groups to lunch, free play to large group, etc.)
12. Assist in scheduling volunteers -- ensuring that there is someone scheduled on a daily basis.
13. Work with Family Services Specialists to plan parent meetings and trainings.
14. Assist on bus as Monitor. (See back side for Bus Monitor duties)

BUS MONITOR

The Monitor will accompany another Monitor to observe the pick-up, transporting and delivery of children prior to assuming their duties if possible, otherwise the Driver will advise the Monitor of their duties.

The Monitor will have the primary responsibility of assisting the Driver to make the trip as safe as possible.

The Monitor will be throughly trained to:

- A. Assist in the pre-operation checklist.
- B. Assist the children on and off the bus.
- C. Hold the child's hand when out of custody of the parent to and from the bus.
- D. Assist the child in buckling and unbuckling their seat belt.
- E. Not allow children to open or close windows
- F. Insure that the children keep their seat belts buckled at all times.
- G. Insure that no loose toys, paper, pencils, drawing materials are to be out during bus movement.
- H. Insure that all book bags and loose clothing are stored under the seats.
- I. In keeping the noise level at a minimum within the Driver's tolerance.
- J. Entertain the children through occasional songs and finger play throughout the trip.
- K. Supervise the seating arrangement of the children to avoid potential problems.
- L. Advise parents of children misbehaving on the bus.
- M. Keep the bus clean and free of any loose articles.
- N. Use correctly use the blood-borne pathogen clean-up kit.
- O. Conduct the emergency evacuation plan without the presence of the driver.
- P. Answer the Cellular Telephone

Responsible to: Teacher and Assistant Teacher