Head Start Classroom Volunteer Job Description

Job Title: Head Start Preschool Classroom Volunteer

Contact: Kristen Gosling, Public Relations Director 618/463-8913 kgosling@riverbendfamilies.org

Purpose: To inspire children to learn and love learning.

Location: Alton, Illinois

Key Responsibilities: Our volunteers interact with our preschoolers in a positive, friendly way.

- Read or tell stories
- Lead songs, rhymes or games
- Assist in supervising play, art, or other activities
- Assist in developing writing skills, playing computer games, learning to recognize letters, numbers or colors
- Assist in serving meals, each class has a snack and a meal served family style
- Keep classroom orderly, safe and clean

Reports to: Center Supervisor and Classroom Teacher

Timeframe: 2013-2014

Volunteering once a month or more counts as being a ‘regular’ volunteer and requires a physical and TB test. The agency will help arrange them and will cover the cost.

Time Commitment: Negotiable, we’ll happily work with you.

Support Provided: The Director of Facilities will train the volunteer and show them how to access water and any other materials necessary for the job.

Your Generosity: In addition to inspiring a child, your volunteer time counts as a matching gift. Head Start is funded by the federal government. It requires that we match our federal grant with $1 in community support for every $4 that they give to us. That means we have to raise about $1.9 million dollars locally.