

Job Description & General Guidelines for Volunteers

**So you want to be a volunteer for Head Start/Early Head Start but don't know what you could possibly have to offer? Take a look at this. Here are some activities that parents or interested community volunteers might participate in.

Classroom

- Use "new" words around children to help build vocabulary.
- Assist children in age appropriate art activities such as free art, making puppets, play-dough 3-D art, etc...
- Read or tell exciting stories.
- Science experiments, planting seeds
- Assist with use of classroom computer
- Sing songs, play an instrument, dance!
- Work puzzles, string beads, lace cards, play table games
- Encourage children to try new things and do them on their own. Highly praise good efforts.
- Help in preparing for meal time.
- Locate equipment and supplies by becoming familiar with classroom routine.
 - Simply give assistance to a child when needed.



Playground

- * Participate in organized outdoor games.
- * Assist children in safe play.
- * Model and demonstrate taking turns and sharing.
- * Assist in maintaining playground equipment and resilient surfaces.



Some General Guidelines

- Become familiar with the center/classroom rules.
- Learn children's names and use them. Tell them your name and encourage them to use it.
- Be positive with children. Praise them often for good manners and behavior. Remind children of rules in a positive way. Example: "Please walk, Mary" or "Johnny, the blocks are for building".
- We do not expect or want you to correct the children except by reminding them of appropriate behavior when it is needed. Should you feel a child's behavior needs correcting beyond reminders, talk immediately with the teacher. Staff only is permitted to manage behaviors beyond reminders.
- Please encourage children to do things for themselves at every opportunity (buttoning, zipping, opening milk cartons, etc.) then praise them for efforts even if they are not successful. Practice often brings success.

Do Not Ever:

- Physically hit, pinch, slap, or jerk a child. *Physical harm to a child will not be tolerated!*
- Say anything to children to make them feel bad about themselves such as they are bad, a sissy, a crybaby, etc. Also never frighten children by threatening them with a spanking, "calling Mom or Dad" or "telling the teacher". Our job is to help the children feel loved, safe, and secure.
- Eat or drink anything in front of the children that they are not allowed to have.
- Smoke, curse, or chew gum in front of the children.
- Talk negatively about any of the children and or share information about the children and families with anyone.