

# **Northwest -Head Start HEAD START CENTER VOLUNTEER POSITION DESCRIPTION**

**EACH CENTER VOLUNTEER WILL COMPLETE, REVIEW, AND SIGN THE NWCA STANDARD OF CONDUCT FORM PRIOR TO VOLUNTEERING. THIS FORM WILL BE FILED AT THE MAIN HEAD START OFFICE AND REMAIN IN EFFECT THROUGHOUT THE CURRENT PROGRAM YEAR.**

The center volunteer will support and assist the classroom teacher, interact with the students, and **HAVE FUN!**

## **SPECIFIC DUTIES**

- When possible, arrive at center 15 minutes early to review the day with the teacher.  
Look at the Center Plan for specific daily duties.
- Assist in welcoming children to the center and getting them involved in the classroom.
- Assist with center activities as instructed by the teacher
- Assist with small group activities as instructed by the teacher.
- Assist the children in preparing to go home.
- Be aware of emergency procedures: tornado, fire, medical and dental.
- Know the location of the center First Aid Kit.

## **CONFIDENTIALITY**

- Volunteers may not disclose confidential information that they become aware of working in the center, including the progress of children.
- Pictures may not be taken of children in the classroom utilizing your personal phone, camera, or other device.

## **DISCIPLINE**

- Physical discipline is NOT allowed at center.
- Verbal put-downs, profanity, name calling, etc. is NOT allowed at center.
- These rules apply to ALL children, including YOURS.
- If you have a concern about a child's behavior, please discuss it with the teacher.

## **IN-KIND CONTRIBUTION**

- The center volunteer's time will be used as a donation to the Head Start program.

**REMEMBER**, volunteering at center should be FUN. If you feel that center is not fun, **PLEASE**, talk to your teacher. Communication is the best remedy in most situations.