

**NORTHWEST MONTANA HEAD START
KALISPELL, MT 59901**

Title	Volunteer Coordinator
Supervisor	Family Services Manager
Supervision	None
Wage Classification	Hourly (non-exempt)
Probationary Period	12 months

Required Qualifications

1. BA/BS degree in Human Services or related field.
2. Proficiency in keyboarding and the use of computer software including but not limited to MS Word, Excel, and Publisher.
3. A high degree of organizational skill, initiative, and creativity.
4. Ability to exercise professional judgment in matters dealing with parents, volunteers, community members and outside agencies.
5. Excellent verbal, written, and email communication skills.
6. Ability to work well with personalities of diverse backgrounds and economic and cultural differences.

Preferred Qualifications

1. Experience working with low-income populations
2. Community development and advocacy
3. Knowledge of child development

Duties and Responsibilities

1. Coordinate and oversee parent involvement efforts and volunteerism; to include designing and implementing activities and incentives to increase family involvement in the Head Start program.
2. Work with Head Start parents who are elected as classroom representatives (Policy Council and Parent Center Committee) to develop events for families.
3. Communicate with all program parents regarding upcoming events; maintain cycle of communication between Head Start staff, parents, and volunteers.
4. Develop and carry out specific efforts to involve fathers and father figures in children's education. Design and implement activities and incentives to increase male involvement in the program. Help management and staff in creating a "father-friendly" environment to increase male involvement in the program.
5. Oversee development and distribution of parent newsletter.
6. Implement family literacy into parent involvement activities. Work with Education staff to develop and include appropriate early literacy activities for families to work with their children at home.
7. Advocate for parents and children and act as their liaison to the community.
8. Coordinate formal and informal surveys of parent interests.
9. Recruit and train volunteers and keep current list of volunteers up to date. Establish a relationship with communities for recruiting volunteers, to include development and distribution of bi-yearly newsletter to local organizations and businesses to recruit volunteers.

10. Maintain records of non-federal share (in-kind) contributions of parents/volunteers.
11. Develop activities to increase parent involvement in non-federal share accumulation and tracking.
12. Maintain a positive working relationship with education staff in order to actively provide appropriate and/or necessary activities for families.
13. Process background checks on volunteers and attain background checks from partnering agencies.

Required of all Head Start staff

1. Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years)
 - MMR immunization or proof of immunization if born after 1956
 - Tdap immunization or proof of immunization with the last 10 years
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
 - Have or obtain CPR certification (infant, child and adult) and keep card current
 - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.
6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings.
9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

Employee Signature

Date