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Job Title: RSVP Education Coach
Department: Head Start Program
Reports to: WACOG Head Start Center Manager
Prepared by/Date: Program Assistant II /July 11, 2019
Approved by/Date: AAA Director

Summary:

The RSVP Education Coach is designated to specific locations serving WACOG Head Start programs. The primary role of this position is to provide support in the classroom assisting children with activities and providing mentor and/or tutoring support for children one on one or in small groups. RSVP Education Coach's provide extra attention and resources that make a critical difference for each child they serve. Teachers consistently state that the children benefit not only from tutoring but also from the trusting relationships that develop.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing agency practices. These specifications are intended to present a descriptive list of the range of duties performed by volunteers in the class and are not intended to reflect all duties performed within the volunteer position.

1. Engaging children one on one or in small groups in the classroom under the teacher's supervision.
2. Comply with all pertinent policies and procedures set forth by the WACOG Head Start Program.
3. Maintain the confidentiality of participants, their records and personal information.
4. Assists with program, light duties relative to maintaining health and safety program requirements.
5. Assists staff during classroom and playground activities through direct interaction with children.
6. Greet children, participants and visitors; ascertain nature of business, and direct visitors to appropriate person.

Qualifications:

To perform this volunteer position, an individual must be personable and able to work well with others and have the ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, demands and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education and/or experience requirements:

1. Basic reading skills.

2. Experience working with low-income individuals in a community setting is desirable.

Reasoning ability:

1. Ability to make observations and report concerns to appropriate staff.
2. Ability to interpret a wide variety of instructions.
3. Ability to handle all situations with tact and remain impartial.

Required Skills, Abilities, and Knowledge:

1. Desire to work with children, and the ability to interact with children appropriately.
2. Ability to accept direction from teacher/supervisor and to carry out those directions.
3. Ability to maintain effective relationships with people of diverse social, cultural and educational backgrounds.
4. Bilingual preferred.
5. Ability to verbally communicate effectively, particularly with income challenged populations.
6. Must have enough verbal proficiency in the English language to communicate emergencies and understand required trainings given in English.
7. Knowledge of, or ability to learn the regulations, procedures and services of the WACOG Head Start Program.
8. Interest in, and commitment to, serving vulnerable populations.

Physical Demands:

The duties of this position require frequent sitting, standing, bending and reaching. May require some lifting or moving objects of up to 25 pounds. Requires normal range of hearing and vision. Requires the ability to accept a louder environment and quick movement around children.

Mental Demands:

The mental characteristics necessary to competently perform the duties of this position involve; the need to be creative and imaginative, ability to give, receive and analyze information, formulate work plans, the frequent need to instruct, persuade and negotiate, and the continuous need to be resourceful in solving problems.

Work Environment:

While performing the duties of this volunteer position, the volunteer works in a classroom or playground environment. The noise level varies and can be loud. Some local travel may be required.

Other Qualifications:

1. CPR and First Aid Certifications (if applicable for placement)
2. Food Handlers Certificate
3. TDAP and TB Test
4. Physician Statement (good health and free of communicable diseases)
5. Government issued ID
6. Level One Fingerprint Clearance as required by DES
7. ADHS Criminal Affidavit
8. DCS Child Abuse & Neglect Direct Service Form
9. Must be at least 55 years old per NAU RSVP Program.
10. Must pass a Request for Search of Central Registry for Background Check

Signature: _____

Date: _____

Name: _____

With my signature, I acknowledge reading the Foster Grandparent volunteer description and understand the essential duties and responsibilities of this position.

Revised by/Date: Program Assistant II, R. Clayton; 7/11/19

Approved by/Date: AAA Director, G. Whittington