



APPENDIX A - Volunteer Position Description

Title: Receptionist/Clerical Volunteer

Reports to: Project Assistant/Office Assistant/Program Manager

Qualifications: Basic clerical skills

Some computer experience helpful

Good written and verbal communication skills

Responsibilities:

1. Assists office management by:
 - a. Answering telephone, directing calls or taking messages.
 - b. Greeting customers.
 - c. Making copies, collating and distributing materials as needed .
 - d. Typing or doing data entry.
 - e. Filing general information.
 - f. Assisting with food pantry paperwork if working the agency main desk .
2. Meeting with program staff for volunteer orientation and completeing all necessary volunteer paperwork.
3. Informing program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.).
4. Head Start Program - Encouraging parent involvement in the program and contributing to the positive public relations of the program.
5. Adhering to SCEOC policies and procedures.



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APPENDIX A - Volunteer Position Description

Title: Events/Fundraising Committee Member

Reports to: Executive Director/Event Chair

Qualifications: Fundraising Experience

Responsibilities:

1. Assist in planning, organizing, and preparation of fundraising events.
2. Able to commit time and energy to meetings, auction preparation and event planning.
3. Meet with program staff for volunteer orientation and complete all necessary volunteer paperwork.
4. Inform program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
5. Adhere to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: Policy Council Member

Reports to: Head Start Director

Qualifications: Current Head Start Parent

Experience: None necessary

Responsibilities:

1. Be on time for Policy Council meetings, and notify your alternate and the Program Director if you cannot attend a meeting.
2. Be prepared for each Policy Council meeting by reading the materials that you have been given in advance of the meeting.
3. Follow the Rules of Order during Policy Council meetings so that the business of the Policy Council can be conducted effectively.
4. Focus comments and discussions on the items that appear on the meeting agenda.
5. As an elected Parent Representative, you will represent the views of the parents that you were elected to represent, and not just your own personal views.
6. You will be respectful and considerate of other members.
7. You will share your ideas and knowledge with others.
8. You will not disrupt the progress of the meeting, or interrupt, intimidate, or criticize other people or their ideas.
9. You will quietly and carefully listen to the comments of others.
10. Even if you have strong feelings about a matter, you will allow all members of the Policy Council an opportunity to share their views without monopolizing the discussion.
11. You will not interrupt other speakers, but will wait to be called on by the Policy Council Chairperson.
12. You will follow SCEOC Head Start policies dealing with conflict of interest and confidentiality.
13. You will recognize that Key Program Staff are responsible for day-to-day operation of the program, and will discuss with the Head Start Director any program concerns that are brought to your attention.
14. You will not let your personal feelings interfere with your ability to do your work as a Policy Council member.
15. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: Community Lunch Program/Soup Kitchen Assistant

Reports to: Community Services Director

Qualifications: Basic Food Preparation

Responsibilities:

1. Assists with food preparation, serving, set-up, and clean up.
2. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
3. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
4. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **Head Start Classroom Volunteer**

Reports to: Teacher or Regional Center base Coordinator

Qualifications: Good communication skills

Responsibilities:

1. Assists in the implementation of a comprehensive, nurturing and developmentally appropriate classroom experience by:
 - a. Playing with, talking to and otherwise engaging with children during classroom meetings, learning centers, library times, transitions and outdoor activities.
 - b. Sitting at the table and eating meals, family style, with the children and other adults.
 - c. Assisting with center set-up and preparing supplies/materials as needed.
2. Assists with the general maintenance of the classroom to ensure a safe, healthy and presentable learning environment by:
 - a. Participating in clean-up activities, following meals and classroom activities, and encouraging children during clean up.
3. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
4. Informs Head Start of paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching...)
5. Encourages parent involvement in the program and contributes to the positive public relations of the program.
6. Adheres to Head Start policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **FOOD PANTRY ASSISTANT**
Reports to: Community Services Director
Qualifications: Good communication skills

Responsibilities:

1. Stock shelves, fill food orders, assist with carrying food orders to cars, cleaning pantry rotate stock.
2. Inform program staff of food items needed before we are out of item or prior to a critical low.
3. Meet with program staff for volunteer orientation and completes all necessary volunteer paperwork.
4. Inform program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
5. Adhere to SCEOC policies and procedures.



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APPENDIX A - Volunteer Position Description

Title: WIC Intern
Reports to: WIC Director
Qualifications: Good communication skills

Responsibilities:

1. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
2. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
3. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: Groundskeeper/Repair Person

Reports to: Administrative Assistant II

Qualifications: Desire to assist with outdoor/indoor labor

Responsibilities:

1. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
2. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
3. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **VITA – Tax Preparation Assistant**

Reports to: VITA Site Coordinator

Qualifications: VITA Certification Tests completed with a passing grade

Responsibilities:

1. Prepares Tax Returns in an ethical and confidential manner.
2. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
3. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
4. Adheres to IRS policies and procedures and IRS Laws.
5. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: English as a Second Language Tutor/LCAP
Reports to: ESL Coordinator
Qualifications: Good communication skills in both English and Spanish

Responsibilities:

1. Meets with student (s) regularly.
 - a) Use agreed upon curriculum.
 - b) Refer students to ESL Coordinator for all advocacy issues.
2. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
3. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
4. Adheres to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: SCEOC Board of Directors

Reports to: President, SCEOC Board of Directors

Qualifications: Good communication skills

Responsibilities:

1. Be on time for meetings, and notify Program Director if you cannot attend a meeting.
2. Be prepared for each meeting by reading the materials that you have been given in advance of the meeting.
3. Follow the Rules of Order during meetings so that business can be conducted effectively.
4. Focus comments and discussions on the items that appear on the meeting agenda.
5. You will be respectful and considerate of other members.
6. You will share your ideas and knowledge with others.
7. You will not disrupt the progress of the meeting, or interrupt, intimidate, or criticize other people or their ideas.
8. You will quietly and carefully listen to the comments of others.
9. Even if you have strong feelings about a matter, you will allow all members an opportunity to share their views without monopolizing the discussion.
10. You will not interrupt other speakers, but will wait to be called on by the Chairperson.
11. You will follow SCEOC policies dealing with conflict of interest and confidentiality.
12. You will recognize that Key Program Staff are responsible for day-to-day operation of the program, and will discuss with the Executive Director any program concerns that are brought to your attention.
13. You will not let your personal feelings interfere with your ability to do your work as a board member.
14. Adhere to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **Emergency Shelter Volunteer**
Reports to: Community Services Director
Qualifications: Organizational Skills; Social skills; Compassion

Responsibilities:

1. Orients all volunteers to their duties and responsibilities.
2. Bag weapons with the guest name and lock in box.
3. Check shelter phone to ensure full charge.
4. Make sure that lead has keys to shelter and weapon box.
5. Ensure all volunteers sign in.
6. Complete all necessary paperwork for the shift in binder.
7. Know where the spill kit and first aid kit is located.
8. Know the emergency response protocol.
9. Listen to guests and offer an empathetic ear.
10. Ensure that notes are complete in the correct section of the binder.
11. Ensure all volunteer duties are complete.
12. Adhere to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **Community Services/Latino Advocate**

Reports to: Community Services Director

Qualifications: Interest in assisting low-income and Latino clients in need of assistance

Responsibilities:

1. Learn about public benefit programs and other available social service programs.
2. Ability to work cooperatively with social service staff and others; demonstrate advocacy, interviewing and research skills; and good interpersonal skills.
3. Meet with program staff for volunteer orientation and completes all necessary volunteer paperwork.
4. Inform program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
5. Adhere to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **GED/TASC Tutor**

Reports to: Community Services Director

Qualifications: Strong English skills are required, as well as an interest in teaching, energy, motivation, and a commitment to getting involved and making a positive difference in the community

Responsibilities:

1. GED (TASC) teachers and co-teachers instruct low-income neighborhood adults in high school level classes to prepare them to take the GED (TASC) official exam. Depending on your availability, lead teachers and co-teachers must potentially be able to commit to anywhere from 1.5 - 6 hours of teaching.
2. The TASC (formerly GED) Program is a comprehensive adult education and workforce development network, which helps adults move toward college and employment opportunities with livable wages.
3. Meet with program staff for volunteer orientation and completes all necessary volunteer paperwork.
4. Inform program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
5. Adhere to SCEOC policies and procedures.



APPENDIX A - Volunteer Position Description

Title: **Volunteer Coordinator**

Reports to: Executive Director/Community Services Director

Qualifications: Good communication skills

Responsibilities:

1. Community outreach to find volunteers
2. Screening (interviews, required background checks, etc.) and matching volunteers to organizational needs and opportunities
3. Training and orientation for volunteers
4. Scheduling and supervision of volunteers
5. Maintaining updated records on all volunteers.
6. Setting up and attending volunteer meetings.
7. Reporting to staff on volunteer activities as needed.
8. Recommending and developing ongoing volunteer utilization.
9. Developing and implementing a volunteer recognition program.
10. Meeting with program staff for volunteer orientation and completes all necessary volunteer paperwork.
11. Informing program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
12. Adhere to SCEOC policies and procedures.



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APPENDIX A - Volunteer Position Description

Title: **Various Trainers for Staff and Volunteer Development**

Reports to: Executive Director

Qualifications: Interest in teaching, energy, motivation, and a commitment to getting involved and making a positive difference in the community.

Responsibilities:

1. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
2. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
3. Adheres to SCEOC policies and procedures.



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APPENDIX A - Volunteer Position Description

Title: **Marketing and EOC Champions**

Reports to: Executive Director

Qualifications: Good communication skills

Responsibilities:

1. Meets with program staff for volunteer orientation and completes all necessary volunteer paperwork.
2. Informs program staff of any paperwork needs relating to volunteer experience (such as signatures on time sheets, documentation of participation or evaluation needs for internships/student teaching, etc.)
3. Adheres to SCEOC policies and procedures.