



## School Readiness Volunteer

**Location:** Any of our 6 Early Head Start Centers

**Time:** Center business hours may vary by location.

**Commitment Level:** Long and short term commitments

### Volunteer Duties

- Communicate directly with lead teachers to help assist with the daily activities of the classroom
- Help set up and put away games and activities (toys, blocks, puzzles, painting etc.).
- Participate in games and activities by playing with children, talking to them, showing them how to properly use supplies, and teaching them how to play games.
- Reinforce proper hygiene by helping children wash their hands and use tissues or paper towels properly, reminding them to cover their mouths when coughing, and to keep things out of their mouth.
- Reinforce proper behavior by teaching them to share and play nicely or redirecting their focus if there is an argument.
- Comfort children when they are upset or crying by hugging, holding or rocking them.

### Skills Required

- Love of children
- Good oral skills
- Basic writing
- Decision making
- Strong communication skills
- Basic cleaning
- Teamwork
- Planning and organizing
- Empathy
- Basic reading
- Problem solving
- Critical thinking

### Additional Requirements

- Clear Background Screening
- Code of Conduct
- Affidavit of Good Moral Character
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit

- Child Abuse & Neglect Reporting
- Photo/Video Release Form

- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

Matthew J. Vossler  
Volunteer Coordinator  
Kids Incorporated of the Big Bend  
2326 Centerville Rd., Tallahassee, FL 32308  
(850) 414-9800 ext. 112  
[mvossler@kidsincorporated.org](mailto:mvossler@kidsincorporated.org)  
[www.kidsincorporated.org](http://www.kidsincorporated.org)