Foster Grandparent Volunteer Job Description

Brief Description of Agency/Organization and Its Purpose: The Missoula Senior Corps Program is an alliance of more than 800 volunteers who are improving our community as Foster Grandparents, Senior Companions or RSVP volunteers. They use a lifetime of experience to help solve critical problems in the areas of education, human needs (at risk-youth, homeless families, etc.) environment and public safety.

Summary of Job: The Foster Grandparent Program offers people, age 55 and older, opportunities to serve as mentors and tutors for children and youth with special needs. They provide 20-40 hours of weekly service to community organizations such as schools, daycare’s and Head Start. When a Foster Grandparent is assigned to a child, the primary focus should be on the relationship between the Foster Grandparent and the child. Activities should help Grandparents communicate with their assigned children and facilitate constructive person-to-person relationships. Foster Grandparents are encouraged to provide warm friendship, interests, understanding, individualized attention and unhurried help as required by the particular needs of a child. Foster Grandparents work in a variety of settings. However, all Foster Grandparents have the following responsibilities:

1. To spend individualized time with assigned children.
2. To inform the volunteer station if they are going to be late, absent or unable to work.
3. To keep promises and be a good listener while respecting confidentiality.
4. To abide by the rules of the volunteer station and the Foster Grandparent Program.
5. To keep their timesheet up to date and accurate.
6. To complete the required training (40 hours) and attend required monthly in-service training.
7. To use the most effective methods of communication with school sites, supervisors and students

Specific Duties or Major Tasks:
1. Mentor/tutor at-risk students as designated by the school, teacher, or supervisor
2. Help with activities as directed by care plan
3. Offer emotional support

Qualifications:
1. Enjoy working with and helping children
2. Ability to take direction from supervisor
3. Willing to adapt/learn job specific skills; listening, tutoring method (a high level of personal education is not required)
4. Enrollment is contingent upon the ability to be successfully matched with a site
5. Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

6. Criminal and Sex Offender background check required

Benefits:
- Stipend allows eligible persons to serve as volunteers without cost to themselves
- Assistance with the cost of transportation paid to and from place of work and official project activities
- Training to prepare for serving
- Paid personal leave - encompasses vacation and sick time
- Paid holidays (ten per year)
- Insurance: excess accident, automobile liability and medical coverage to and from your volunteer assignments.

For any questions please contact Volunteer Services at Missoula Aging Services
337 Stephens Ave., Missoula MT, 59801     Phone: 728-7682     Fax: 728-7687