**Foster Grandparent Volunteer Job Description**

**Brief Description of Agency/Organization and Its Purpose:** The AmeriCorps Seniors Program at Missoula Aging Services is an alliance hundreds of volunteers in Missoula County 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, veteran’s and public safety.

**Summary of Job:** The Foster Grandparent Program offers income eligible people age 55 and older, opportunities to serve as mentors and tutors for children and youth with the greatest need and most at risk of not achieving academic grade level. They provide a minimum of 15 hours of weekly service to community organizations such as schools, non-profit daycare’s or Head Start. Students are assigned by teachers to work one-on-one providing friendship, understanding, individualized attention and unhurried help as required by the particular needs of a child.

**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. Complete a required 40 hours training. Attend mandatory monthly in-service training.

7. Use 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 station

5. Professionalism*:* Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments treats others with respect and consideration regardless of their status or position.

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6. Relate comfortably with people without regard to race, religion, color, national origin, sex, disability, or age.

7. FBI finger prints, Criminal and Sex Offender background checks required

**Requirements for the job:**

* Requires moderate physical activity to stand, walk, balance, sit, bend and maneuver stairs
* Use of arms, hands and fingers; to feel and reach.
* Independently transport to and from your volunteer station.
* The ability to transfer from vehicle or bus into the building.
* Maneuver around furniture, desks, children, and things on the floor.
* Ability to communicate reasonable accommodations to a supervisor. Ex: use of an adult chair in the classroom
* Must be literate
* Ability to see, hear and speak in normal situations.

**Reasonable Accommodations**

Missoula Aging Services is committed to providing reasonable accommodations to employees or non-paid staff applicants with disabilities, in accordance with federal and state law. A reasonable accommodation enables a qualified individual with a disability equal opportunity to provide the same level of performance, enjoy equal benefits, and receive equal privileges as a member who does not have a disability. Disclosure can happen from an informal conversation to a formal written request for an accommodation. It can also happen at any time during the term of service, from the interview, to months after you begin serving.

**Benefits:**

* Stipend allows eligible persons to serve as volunteers without cost to themselves
* Appreciation from students, supervisors and volunteer station
* 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 while at volunteer assignments

**For any questions please contact AmeriCorps Seniors at Missoula Aging Services 728-7682**