



Volunteer Packet



Dear Prospective Volunteer,

Thank you for your interest in volunteering for the Jefferson County Head Start program. As a Head Start volunteer, you will provide a significant and positive impact in the lives of children. Along the way you will increase your skills and experiences that you may apply toward career advancement, and hopefully enhance your own quality of life as well. Our program does not exist without the help of our volunteers. Your work is not only necessary for our Head Start program to succeed, but it is also greatly appreciated.

Attached is a list of our most common volunteer positions, but feel free to call and discuss any area of the program that you would like to volunteer in that is not listed. To begin the process of volunteering, fill out the Jefferson County Head Start Volunteer Application and return to:

Jefferson County Head Start
Attn: Jackie Alarid, Community Outreach Supervisor
5150 Allison St.
Arvada, CO. 80002

Upon receipt of your application, you will be notified and scheduled for a Volunteer Orientation. Please note that all regular volunteers must consent to a background check. In addition, if you will be volunteering over 30 hours in a month, you will also need to complete a physical and Tuberculosis test. Please do not hesitate to contact me if you have further questions or concerns. I can be reached at 720-497-7906. We look forward to having you as part of the Head Start family.

Sincerely,

Jackie L. Alarid
Community Outreach Supervisor
Jefferson County Head Start



Volunteer Positions and Job Descriptions

Parking Lot Attendant– Supervise parking lot, help enforce parking lot safety and rules.

Front Door Greeter– Greet Head Start families and visitors for safety and to direct newcomers.

Library Attendant– Act as a librarian in our library; checking in/out books to parents, returning books to shelves, help children, parents and staff find books.

Site Cleaning– Cleaning grounds, sanitizing classrooms, raking, shoveling snow, sweeping, etc...

Classroom Aide– Enjoy many activities with the children which includes: greeting children upon arrival, assisting teachers with activities, reading to, listening to and mentoring children, helping with art projects, assisting with meals and watching children on the playground.

Kitchen Aide– Assemble, serve, deliver and clean up family style lunches and help the children learn good eating habits. (Includes doing dishes and kitchen cleaning)

Special Events– Assist with vending booths, fairs and events as needed.

Recruitment Aide– Assist with creating and implementing programs to recruit volunteers and participate in program enrollment campaigns.

Child Care– Care for the children and their siblings during parent conferences.

Specialty Areas – Do you have a trade or a specialty in your career that can enhance our program? Whether you are a plumber, locksmith or electrician willing to be on-call for a clogged drain, or a painter and can spend a weekend making one of our classrooms look nicer, then we need you.

Bilingual volunteers are welcome and encouraged!

Call: Jackie Alarid, Community Outreach Supervisor

At: 720-497-7906 or 720-891-7098

Our Locations:

Arvada – 5150 Allison St., Arvada, CO.

Wheat Ridge – 12725 42nd Ave., Wheat Ridge, CO.



VOLUNTEER APPLICATION

Instructions: Print all information. If an item does not apply to you or the position for which you are applying, print the letters "N/A" meaning "Not Applicable." Resumes may be included with the completed application, but is not a substitution. The applicant is required to sign and date the last page. Thank you for your interest in volunteering at Jefferson County Head Start, we look forward to working with you!

Personal Information

Applicant's Name: _____

Last Name First Name Middle Initial

Applicant's Address: _____

Street Address City State Zip Code

Home Phone: _____ Cell Phone: _____ Email: _____

How did you hear about us? _____

General Information

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are you willing to submit to a background check, which may include: A Central Registry Check of Child Protection Inquiry and a CBI or FBI check? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of a felony? If yes, list dates, location, and resolution of each below. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you willing to obtain a physical if needed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you willing to obtain a tuberculosis test if needed? | <input type="checkbox"/> | <input type="checkbox"/> |

Education, Skills

High School Diploma or GED? Yes No

Please list all colleges/vocational/technical schools attended:

Type of School	School Name/Location	# of yrs. Attended	Did you graduate?	Degree/Major

Special Skills, Experience or Qualifications

- Word Processing Spreadsheets Database Data Entry 10-Key by touch Typing

Computer Software/Office Equipment: _____

Professional, licenses and/or Certificates: _____ Other: _____

Do you speak any other language other than English? Yes No

If "yes", which one(s): _____

