

Parent Education Class Volunteer

Volunteer Position Description

The volunteer is responsible to the Program Coordinator for completion of assigned tasks. He/She is subject to Lifeline policies as outlined in the *Guide to the Volunteer Program for Volunteers*. This includes working with the mission (*To enhance the positive quality of individual, family, and community life*) and philosophy of Lifeline in mind at all times. The volunteer must maintain strict confidentiality and act as a positive role model.

Parent Education Volunteers are helpful in providing the following:

- Assist with class set up: organize class paperwork, set up food, etc.
- Check-in parents as they arrive
- Data entry and case file organization during the class
- Assist with break-down of the class: gather materials, clean up

Parent Education Volunteers should possess the following:

- Friendly, patient, helpful demeanor
- An interest in social services/parenting a plus
- Comfortable using Word and Excel computer programs
- Dedication to one night per week time commitments
- Willingness to commitment to at least one semester (3 months) as a volunteer
- Bilingual (Spanish/English) skills helpful, but not required

Each volunteer gains something unique from his/her experience at Lifeline.

Benefits for the Parent Education Volunteer include:

- Knowledge of having done something meaningful for the community
- Open invitation to monthly agency-wide healthy lunches
- Regular volunteer meetings with refreshments and team-building activities