

## Volunteer Position Description

*This form should be used as a request for volunteers from SSCHC staff, to assist with recruitment messages and inform volunteers of their duties.*

**Position Title:** Children's Activities Leader - Prenatal Class      **Department:** Women's Wellness

**Direct Site Supervisor:** Kelsey Kerslake

**Location:** Chavez Clinic  
1032 S. Cesar Chavez Drive

**Number of Volunteers Requested:** 1-2

**Would you like to interview candidate yourself?**     Yes     No

**Can this position be filled by Service Learning Students?**     Yes     No  
*Service Learning students typically commit to 10-30 hours over one semester (approximately 4 months).*

**Purpose for Volunteer Assignment:** A lot of children come with parents who are attending prenatal classes and we would like to provide them with productive and organized activities during the class. This is beneficial to the children and also helpful to the parents, allowing them to focus on the class content.

### Benefits to the volunteer:

Experience speaking Spanish and working with kids, as well as taking on a leadership role. Teaching or tutoring opportunity. Experience in facilitating small groups or working 1:1. Exposure to a community health and health education setting.

(Dates, specific dates, times)

**Time Commitment:**     One time \_\_\_\_\_  
                                   Specific time period \_\_\_\_\_  
                                   Special Project \_\_\_\_\_  
                                   **Ongoing opportunity:** Every Thursday evening from 4:45-7:15 pm

**Client /patient population:** Children of patients attending prenatal classes; patients receiving OB services and OB Case Management

**Duties:** Carrying out pre-planned activities with children—helping mom prepare for new baby, creative learning activities, homework time, etc. While most of the children speak English, activities would preferably be carried out in Spanish to help kids maintain their Spanish skills.

**Qualifications:** Can speak a little bit of Spanish, interested in learning more. Experience working with young children preferred; teaching/tutoring experience is ideal, but not required.

**Training provided to volunteer:** Volunteer will complete a 1-hour Human Resources Volunteer Orientation. Volunteer will receive orientation to Women's Wellness Department, Prenatal Class, and resources specific to Children's Activities by Care Coordinator Manager.

**Is a background check required for this position?**  Yes  No  
**If Yes, why?**  Working with children  Other reason \_\_\_\_\_

**All volunteers: a PPD (TB) test is required at no cost.** In addition, if volunteer will have direct patient contact or work directly with children, volunteer must provide proof of MMR, TDap, and varicella vaccinations.

**Will volunteer have direct patient/children contact and require vaccine documentation?**  Yes  No

**Prepared By:** Kelsey Kerlake, Care Coordination Manager

**Date:** 3/7/2018

I agree that I have read, understand, and agree to carry out the above SSCHC Volunteer Position.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree to provide the training listed above and to ensure the volunteer is prepared to carry out his/her role. I agree to provide ongoing or updated training as needed.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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For office use only:

Volunteer needs:  Key  E-mail set-up  Computer access (list programs)  
 ID badge  
 Other \_\_\_\_\_