

Volunteer Position Description

Position Title: Children's Activities Coordinator

Department: WIC

Direct Site Supervisor: Courtney Jankowski

Location: 1337 S. Cesar Chavez Dr.

Number of Volunteers Requested: 2-3

Would you like to interview candidate(s) 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 Position: WIC is a nutrition program for low income women, infants and children. The WIC staff is arranging a "theme" day (Green Bay Packers!) for staff and families on Thursday, November 15th. We'll be giving away some items in the Packers theme and we are looking for a bilingual volunteer to run basic, kid-friendly activities in the WIC lobby that afternoon.

Benefits to the volunteer: Volunteering at Sixteenth Street WIC provides an opportunity to build/practice your Spanish skills, public speaking skills, and teaching abilities while improving the health of women, infants and children. This is a great resume-builder for anyone interested in public health, nutrition, early childhood development and others. This particular volunteer opportunity is a one-time event and we are flexible on time – will work with your schedule.

Time Commitment: Thursday, 11/15/18 (afternoon); flexible shifts between 12 pm – 5:30 pm

Client/patient population volunteer will serve: WIC serves pregnant, post-partum and breastfeeding women, and children up to the age of five. Our families speak a variety of languages (English, Spanish, Hmong, Burmese, Rohingya and more). Activities would primarily be for children ages 2-5 at WIC.

Duties of volunteer: Volunteer will prepare and coordinate theme-related activities after approval from site supervisor. Volunteer will be on site, Thursday, November 15th, 2018 to carry out these activities. Possible options include but are not limited to: Ball toss games, coloring contests, preparing/serving healthy game day snacks and recipes, applying temporary tattoos and/or stickers. Activities and foods must be appropriate for children ages 2-5. Afternoon preferred—time is flexible (between 12:00 and 5:30 pm).

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

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

Qualifications required or preferred: Bilingual Spanish/English a plus. Volunteer must be comfortable approaching/engaging families, talking/interacting with a diverse population, working with children, and engaging in basic physical activity (lifting, bending, throwing, walking etc).

Training provided to volunteer: WIC Supervisor, WIC Director, or designee will orient the volunteer, approve activities ideas and assist with materials/set up. A brief confidentiality training/form must be completed before interacting with WIC participants (can be emailed in advance).

Is a background check required for this position? Yes No – supervised volunteer work
If Yes, why? Volunteering with children Other; please state reason _____

Prepared By: Katy Murphy

Date: 10/23/18

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: KM **Date:** 10/23/18

For office use only:

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