

## Volunteer Position Description

*This form should be used by SSCHC staff to request volunteers, assist with recruitment and successful match, and inform volunteers of their duties.*

**Position Title:** Environmental Health Educator – After-School Program: KK River Explorers  
**Department:** Environmental Health **Location:** Windlake Elementary School  
**Direct Site Supervisor:** Elizabeth De Leon 2433 S 15th St, Milwaukee, WI 53215

**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:** SSCHC partners with south side schools to provide afterschool programming. Titled *KK River Explorers*, the program focuses on place-based environmental health and outdoor recreation with student creation of a field guide explaining various aspects of the Kinnickinnic River Watershed. Participants are 4<sup>th</sup> & 5<sup>th</sup> grade students at Windlake Elementary School. Lessons are taught at the schools with outings to Pulaski Park and the Kinnickinnic River Trail. Programming runs 4:45 - 6:00 pm, Tuesday and Thursday, from February 27<sup>th</sup> – May 31<sup>st</sup>. Field trips are scheduled for 5/1, 5/8, 5/16 and 5/24, programming starts earlier and runs 3:30 – 6:00 pm those days.

**Benefits to the volunteer:** Volunteer will gain experience and practice in teaching and facilitating groups, especially with children. Volunteer will learn more about topics related to environmental health relevant to the near south side, specifically the neighborhoods surrounding the KK River. Bilingual volunteer will have the opportunity to speak Spanish.

(days of the week, specific dates, times)

**Time Commitment:**  One time \_\_\_\_\_  
 **Specific time period:** Tues/Thurs 4:45 – 6:00 pm 2/27/18 - 5/31/18; ideal candidate can volunteer on both Tuesdays and Thursdays  
 Special Project \_\_\_\_\_  
 Ongoing opportunity \_\_\_\_\_

**Client/patient population volunteer will serve (if applicable):** 4<sup>th</sup> & 5<sup>th</sup> grade students of Windlake Elementary Schools

**Duties of volunteer:** Volunteer will assist lead educator in all activities. Volunteer will accompany program participants on field trips.

**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:** (software, physical activity, Spanish fluency)  
Bilingual (Spanish/English) preferred, not required. Ability to engage in physical activity. Experience working with school-aged children or desire to gain experience.

**Training provided to volunteer:** (name or type of training(s) required for this role and name of staff who will conduct training(s))

Volunteer will complete mandatory 1-hour Human Resources/Volunteer Orientation. Additional training related to role-specific tasks will be provided by SSCHC Environmental Health Educator.

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

**Prepared By:** Kate Jaeger/Elizabeth De Leon

**Date:** 2/5/2018

**I agree that I have read, understand, and will 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 \_\_\_\_\_