

UMATILLA-MORROW HEAD START, INC

VOLUNTEER TRAINING PROGRAM/CAREER LADDERS

POLICY:

Umatilla Morrow Head Start, Inc. volunteer training program is to assist volunteers to obtain experiences that will be beneficial to them in gaining future employment. The program provides on the job training, experience, work discipline skills and habits in a positive environment conducive to experiencing new opportunities. In turn UMHS, Inc. will be insured that the agency has appropriately trained volunteers working in the program. Volunteers will be asked to commit to a set number of hours of training and volunteer time in the chosen career ladder. At completion of this time, volunteers may ask for letters of references and will receive a certificate of completion.

PROCEDURE:

Volunteers will:

1. Complete the Program Application
2. Submit to a Criminal Record Check
3. Show Documentation of a TB screen prior to volunteering
4. Complete onsite interview with agency assigned supervisor.
5. Complete tasks for each performance skill of the career ladder in the job position in which they are placed.
6. Attend training and meetings specified by supervising staff that would be beneficial to their career development.
7. Attend evaluation meeting with supervising staff and the Program Systems Manager. At this time a final evaluation will be completed to assess volunteer's performance and show completion of the Volunteer Training Program.
8. Volunteers will fill out a time sheet that will keep track of their volunteer and training hours, making sure that in-kind is credited to the appropriate center.

Staff will:

1. Recruit volunteers for the Volunteer Training Program/Career Ladders during the following:
 - a. Recruitment
 - b. Enrollment
 - c. Home visits

- d. Parent Center Meetings
 - e. Community Contacts
2. The Human Resource Director and Component Directors will:
- a. Screen applicants
 - b. Interview applicants
 - c. Select applicants
 - d. Place volunteers in career ladder positions

The Program Systems Manager and Family Advocates will coordinate the Volunteer Training Program/Career Ladders.

Supervising staff will be the appropriate staff member at the designated placement of the volunteer, they will:

- a. Help devise schedule, outline job duties and develop work plan with the volunteer.
- b. Give technical assistance, on the job training, and complete and review with the volunteer assessment/observations of performance skills monthly and at the completion of the required hours.
- c. Insure that all volunteers sign time sheet at their work areas, and credit in kind to the proper center