



PO Box 1717  
648 N Jackson Street  
Helena, MT 59624-1717  
406-447-1680 office  
406-447-1629 fax

## **Foster Grandparent Volunteer Job Description**

**Brief Description of the Foster Grandparent and its purpose:** To connect the generations and provide volunteer service that addresses community needs. To create meaningful relationships with special needs children by providing love, encouragement and companionship on a one-to-one basis. To provide extra care and attention to special needs children in order to improve their physical, mental, emotional and social development so they may grow to reach their maximum potential and become as independent as possible. To serve children in schools, day cares, Head Starts and faith based sites.

**Summary of Job:** The Foster Grandparent Program offers people, age 55 and older, opportunities to serve as mentors and tutors for children and youth with special needs. They provide 15-40 hours of weekly service to community organizations such as schools, daycare's and Head Start. When a Foster Grandparent is assigned to a child, the primary focus should be on the relationship between the Foster Grandparent and the child. Activities should help Grandparents communicate with their assigned children and facilitate constructive person-to-person relationships. Foster Grandparents are encouraged to provide warm friendship, interests, understanding, individualized attention and unhurried help as required by the particular needs of a child. Foster Grandparents work in a variety of settings.

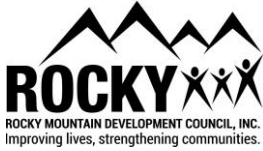
### **Responsibilities:**

- To commit to 15-40 hours of service per week.
- To spend individualized time with assigned children.
- To inform the volunteer station if they are going to be late, absent or unable to work.
- To abide by the rules of the volunteer station and Foster Grandparent Program.
- To respect confidentiality of children.
- To keep time sheets and mileage reimbursement forms up to date and accurate.
- Complete the required 40 hours training and attend mandatory monthly in-services.
- To use the most effective methods of communication with supervisors, and Senior Corps staff, if applicable.
- Mentor / tutor at-risk students as designated by the school, teacher, or supervisor.
- Help with activities as directed by care plan.
- Offer emotional support.

### **Qualifications:**

- Enjoy working with and helping children.
- Ability and willingness to take direction from supervisor.
- Willing to adapt/learn job specific skills; listening, tutoring method.
- Relate comfortably with people without regard to race, religion, color, national origin, sex, disability, or age.
- Enrollment is contingent upon the ability to be successfully matched with a station.





PO Box 1717  
648 N Jackson Street  
Helena, MT 59624-1717  
406-447-1680 office  
406-447-1629 fax

- Professionalism: Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments; treats others with respect and consideration regardless of their status or position.
- FBI Fingerprints, Criminal, Sex Offender and background checks required.

### **Reasonable Accommodations**

RMDC, Inc. Senior Corps Programs is committed to providing reasonable accommodations to employees or non-paid staff applicants with disabilities, in accordance with federal and state law. A reasonable accommodation enables a qualified individual with a disability equal opportunity to provide the same level of performance, enjoy equal benefits, and receive equal privileges as a member who does not have a disability. Disclosure can happen from an informal conversation to a formal written request for an accommodation. It can also happen at any time during the term of service, from the interview, to months after you begin serving.

### **Benefits:**

- Tax-free stipend and mileage reimbursement.
- Yearly physical paid by RMDC, Inc. Senior Corps Programs.
- Ongoing in-service.
- Paid personal leave - encompasses vacation and sick time.
- Paid holidays (10 per year).
- Insurance: excess accident, automobile liability and medical coverage while at volunteer assignments.
- Appreciation from RMDC, Inc. Senior Corps Programs.

**Within the range of 15-40 hours per week, approximately how many hours do you wish to serve? \_\_\_\_\_**

**I have read the above Foster Grandparent volunteer job description and agree to perform these responsibilities.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_