**Smart Start Born Learning Coordinator**

**Time Required:**

About three hours a week.

**Length of Term:**

Dependent on individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by implementing Born Learning Workshops. The Born Learning Campaign shows that everyday activities can be turned into learning experiences for young children. It is founded on the idea that children are born learning and that parents, grandparents, and caregivers can encourage this in everyday moments.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc. and United Way.
* Implement Born Learning workshops in a group setting.
* Implement Born Learning workshops in a one-on-one setting.
* Conduct Pre-training and Post-training questionnaires.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: completed Born Learning training, good written and oral communication; willingness to participate in self-education activities, knowledge of early childhood needs, and strong interest in community development. Must pass background check. **Must be 18 years or older.**

\*Must be willing to incur travel costs required with transportation to various sites.

**Accountability**: Volunteer Coordinator and Program Coordinator

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Story Teller**

**Time Required:**

One to five hours per month.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by engaging young children in the community through reading and imagination.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Read to children in a group setting, licensed Robeson County Child Care Facilities, the Public Library, Exploration Station or other identified locations.
* Knowledge and compliance of North Carolina Child Care rules and regulations, if assigned to child care facility.
* Pass a criminal and sex offender’s background check, if assigned to a child care facility.
* Knowledge and compliance with the North Carolina Mandated Reporter Law, if assigned to child care facility.
* Complete time sheets in an appropriate amount of time, if assigned to child care facility.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: good oral communication; willingness to learn and participate, strong interest in community development, strong literacy, and current TB Test and verification of date of birth, if assigned to a child care facility. Must pass background check. **Must be 18 years or older.**

\*Must be willing to incur travel costs required with transportation to various sites.

**Accountability**: Volunteer Coordinator and Site Supervisor

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Resource Lending**

**Library Assistant**

**Time Required:**

Time will vary based on volunteer’s schedule.

**Length of term:**

Dependent of individual’s preference

**Work Location:**

Smart Start Resource Lending Library or other assigned location

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by assisting in the Smart Start Resource Lending Library. The Smart Start Resource Lending Library provides Robeson County parents, caregivers, child care providers, and community member access to information, materials, and services that will enhance the pre-literacy skills of children ages birth to five years old and help ensure future school success.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Follow up with members on past due library items
* Implement “funshops”
* Stock library shelves.
* Assist members in the library.
* Other duties as assigned (such as binding, numbering, labeling, organizing, etc.).
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: good oral communication, willingness to learn and participate, knowledge of early childhood, strong interest in community development, and a positive attitude. Must pass background check. **Must be 18 years or older.**

\*Must be willing to incur travel costs required with transportation to various sites.

**Accountability**: Volunteer Coordinator, Librarian and Outreach Librarian

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Child Care Helper**

**Time Required:**

Dependent on individual preference and specific volunteer position description. Please discuss time requirements with the Volunteer Coordinator.

**Length of Term:**

 Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by assisting in licensed Robeson County Child Care facilities.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Be a helping hand for Child Care Staff.
* Assist Child Care facilities.
* Knowledge and compliance with North Carolina Child Care rules and regulations.
* Knowledge and compliance with the North Carolina Mandated Reporter Law.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: good written and oral communication, strong leadership experience, willingness to learn and participate, knowledge of early childhood needs, and strong interest in community development.

**MUST** have a current Tuberculin Test (TB) and copy of ID. Must pass background check. **Must be 18 years or older.**

\*Must be willing to incur travel costs required with transportation to various sites.

**Accountability**: Volunteer Coordinator and Child Care Director and Teacher

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Volunteer**

**Time Required:**

One to 40 hours per month. Hours are dependent on individual volunteer.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by implementing specific programs in licensed Robeson County Child Care facilities or at special events or programs sponsored by the Robeson County Partnership for Children.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Provide early educational activities such as storytelling, nutrition and physical activity programs, music classes, art classes, etc.
* Provide specific programs in licensed Robeson County Child Care facilities or at special events of programs sponsored by the Robeson County Partnership for Children, Inc. based on early education.
* Knowledge and compliance with North Carolina Child Care rules and regulations, if assigned to child care facility.
* Knowledge and compliance with the North Carolina Mandated Reporter Law, if assigned to child care facility.
* Complete time sheets in an appropriate amount of time, if assigned to child care facility.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to learn and participate, strong interest in community development, sense of selflessness, and integrity. Must pass background check. **Must be 18 years or older.**

**Accountability**: Volunteer Coordinator and Site Supervisor

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Outreach Volunteer**

**Time Required:**

One to 10 hours per month.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by being involved and engaged in the community.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Participate in community events and represent Smart Start and Robeson County Partnership for Children, Inc. in the community.
* Provide education and resources to increase community awareness and enhance knowledge of services provided to the community.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to learn and participate, strong interest in community development and youth development, sense of selflessness, integrity and willingness to engage others at community events. Must pass background check. **Must be 18 years or older.**

**Accountability**: Volunteer Coordinator and RCPC Staff Member

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Episodic Volunteer**

**Time Required:**

At least one hour per year.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Assist at special events.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must complete the required paperwork process before starting assignment. Each volunteer must sufficiently complete the specific orientation corresponding with their site. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to learn and participate, strong interest in community development, sense of selflessness, and integrity. Must pass background check. **Must be 18 years or older.**

**Accountability**: Volunteer Coordinator and/or RCPC Staff Member

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Project Volunteer**

**Time Required:**

At least five hours per month during special project.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

To assist the Robeson County Partnership for Children, Inc. with capacity building in the community.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Grant writing, fundraising projects, or other special assignments.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to participate in self-education activities; strong interest in community development; and other specific qualifications will depend on the assigned project and vary between projects. Must pass background check. **Must be 18 years or older.**

**Accountability**: Volunteer Coordinator and Executive Director

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Administrative Volunteer**

**Time Required:**

Dependent on individual preference and specific volunteer position description. Please discuss time requirements with the Volunteer Coordinator.

**Length of Term:**

Dependent of individual’s preference

**Work Location:**

Dependent on specific volunteer position. Please discuss the work locations with the Volunteer Coordinator.

**Purpose of the Position:**

The purpose of the volunteer position is to enhance the mission and vision of the Robeson County Partnership for Children, Inc. by helping the facility operate administratively.

**Responsibilities and Duties**:

* Seek to honor the vision and mission statements of the Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete all required forms and paperwork to ensure your safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Various administrative projects as needed such as receptionist duties, filing, shredding, etc.
* Complete time sheets in an appropriate amount of time.

**Qualifications**:

Every volunteer must pass the organizations screening process which includes the application process, reference check, and an initial interview with the Volunteer Coordinator. Each volunteer must sufficiently complete the general orientation and the appropriate specific orientation corresponding with their site assignment. In addition, each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: administrative experience, good written and oral communication, willingness to learn and participate, and strong interest in community development. Must pass background check. **Must be 18 years or older.**

**Accountability**: Volunteer Coordinator or other assigned staff member

**Compensation**: Unsalaried; Volunteer Position only

**Smart Start Student Volunteer**

**Time Required:**

At least one hour per year

**Length of Term:**

Dependent of individual’s preference

**Work Location**:

Dependent on Volunteer Preference

**Purpose of the Position:**

The purpose of the Student Volunteer position is to accommodate to the students that need a specific amount of hours or class credits for a class or program.

**Responsibilities and Duties:**

* Seek to honor the vision and mission statements of Robeson County Partnership for Children, Inc.
* Understand your role as a volunteer.
* Share your skills and knowledge with others in order to create a positive learning environment.
* Create a positive self-image to be a role model for others.
* Complete required paperwork to ensure safety.
* Facilitate a safe environment for those around you by following all safety procedures.
* Be committed and reliable.
* Advise the Site Supervisor/Volunteer Coordinator know of any additional work that has to be completed for the class in a timely manner.
* Complete time sheets in an appropriate amount of time.

**Qualifications:**

Every volunteer must complete the required paperwork for the process. Each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to learn and participate, strong interest in community development, eagerness to benefit from opportunities, sense of selflessness and integrity. Must pass background check. **Must be 18 years or older.**

**Accountability:** Volunteer Coordinator and/or Site Supervisor

**Compensation:** Unsalaried; Volunteer position only

**Exploration Station Volunteer**

**Time Required:**

At least 1 hour per year

**Length of Term:**

Dependent on individual

**Work Location:**

Exploration Station

**Purpose of the Position:**

The purpose of this volunteer position is to enhance the mission and vision of both Robeson County Partnership for Children, Inc. and Exploration Station by providing a positive experience for members and non-members at the Exploration Station.

**Responsibilities and Duties:**

* Seek to honor the vision and mission statements of Robeson County Partnership for Children, Inc. and Exploration Station.
* Help and/or conduct programs at Exploration Station
* Complete required paperwork
* Create a positive self-image and attitude
* Front desk receptionist duties
* Clean up after birthday parties

**Qualifications:**

Every volunteer must complete the required paperwork for the process. Each volunteer must be willing to meet the expectations of the organization and site assignment. Must have: willingness to learn and participate, strong interest in community development, eagerness to benefit from opportunities, sense of selflessness and integrity. Must pass background check. **Must be 18 years or older.**

**Accountability:** Volunteer Coordinator and/or Site Supervisor

**Compensation:** Unsalaried; Volunteer position only