



Family Development Services

~ A Head Start Organization ~

Community Volunteer Orientation Training

Highlights

- The History of the Head Start Program
- An Overview of Family Development Services
- Program Governance
- Volunteer Opportunities / Position Descriptions
- Locations
- Volunteer Applications and Guidelines



The History of Head Start

- Formed in 1965 as a part of President Johnson's War on Poverty
- Original mission: to foster the developmental needs of children ages 3 to 5 years old to break the cycle of poverty
- Early Head Start was created in 1994 to service infants, toddlers and pregnant women.



Family Development Services

- Non-profit organization designed to serve young children and their families
- Sole provider of Head Start and Early Head Start services in Marion and Hamilton counties, since 1997
- Serves more than 2,000 families
- Provides part-day and full-day services
- Operates 10 locations throughout the region
- Employs approximately 400 people



Family Development Services

Vision

Family Development Services strives to be the premier provider of early childhood education and developmental services to low income families.

Mission

The mission of Family Development Services, a Head Start Organization, is to improve the lives of low-income children by providing quality early childhood education and comprehensive, family focused child development services.



Matching Contributions

- In-kind contributions are donations of goods and services to the organization.
- It is required that FDS can show in-kind contributions equal to 25 cents for every federal dollar received each year.
- Sources for in-kind are vendor discounts, donated goods, and volunteers like you!



Time and In-kind

All volunteers are required to document their time on a Volunteer Report form. Family Development Services utilizes this information to meet the federal matching contribution requirement.

Family Development Services gratefully accepts other donations from volunteers. To document donations, we ask that all donors complete a Receipt of Donated Goods / Services form.



Program Governance

- Family Development Services is governed by two bodies:
 - Family Development Services Board of Directors
 - Legally and financially responsible for the organization
 - Policy Council
 - No legal responsibility
 - Comprised of parents and community representatives



Volunteer Opportunities

- **Parent Volunteers** – parents with children currently enrolled in the Head Start or Early Head Start Program at Family Development Services
- **Community Volunteers** – Community members and friends of Family Development Services Head Start



Parent Volunteers

- Parents are always welcome and encouraged to volunteer and participate at their child's Head Start center.
- Volunteer opportunities for parents and relatives of currently enrolled Head Start children are determined by the Center Director and Family Partnership Coordinator



Community Volunteers

Family Development Services welcomes and offers many community volunteer opportunities including:

- Classroom Volunteer
- Office Support Volunteer
- Facilities Volunteer
- Community Representative; Policy Council and/or Advisory Committee
- Self-Assessment Volunteer
- Special Project Volunteer / Organizations / Students



Classroom Volunteer

Helps with a combination of tasks in the classroom to assist the classroom staff in the implementation of developmentally appropriate activities.



Office Support Volunteer

Helps with administrative tasks in an office environment; either at Head Start center or in the Administrative Office.



Facilities Volunteer

Helps to complete minor maintenance tasks such as repair, painting or cleaning of equipment, grounds, or facilities.



Community Representative

Serves as a member of the Policy Council or an Advisory Committee

The Policy Council and Advisory Committees meet a few times per school year.



Self-Assessment Volunteer

Participates in annual self-assessment of our agency by reviewing one or more of the following areas. Time required is indicated.

<u>Area Commitment</u>	<u>Estimated Time</u>
Transportation	6-8 hours
Education	6-8 hours
Medical and Wellness	4-6 hours
Community Partnership	4-6 hours
Head Start Administration	2-4 hours
Finance	2-4 hours
Human Resources	2-4 hours
Special Needs / Mental Health	2-4 hours



Special Project Volunteer

Helps with time-limited projects that occur throughout the year. These projects could include enrollments, fairs, or other special events.



Volunteer Station Locations

- Administration
- CAFE
- Crooked Creek
- Goodwin
- Hamilton County
- School # 75
- Service Center # 1
- Service Center # 2
- Southeast
- Southwest
- St. Peter's
- Transportation



Volunteer Application

- Every Community Volunteer **must** complete a volunteer application and be approved prior to volunteering.
- The application card can be found online at www.fds.org or at any Family Development Services center.
- If you have not yet completed this application, you must do so before you can be approved.



Insurance

Family Development Services carries liability insurance that covers the actions of all staff, board members and volunteers when competently performing assigned agency activities, as well as claims against the agency for incidents involving agency facilities and property. Personal coverage for employees and volunteers is not maintained by the agency.



Maximum Volunteer Hours

Due to state licensing requirements, volunteers must spend less than 8 hours per month in our centers. We are grateful for your time but ask that you monitor your hours on your Volunteer Report form to ensure that you are not exceeding the monthly maximum volunteer hours.



Dress Code

It is important as role models for young children and their families to present a positive image and to dress in an appropriate manner reflective of a professional educational environment.

As a general rule, expected dress for volunteers is “business casual”.



Dress Code continued ...

The following items are not acceptable attire for Family Development Services' volunteers:

- Shorts
- Mini-skirts
- Sweats / Jogging Suits
- Tight, figure hugging, revealing clothing
- Tank tops / Spaghetti Straps
- Flip Flops, house shoes
- Any clothing with offensive or descriptive wording, pictures, or symbols
- Clothing that has been ripped or torn.
- Hats or other head coverings



Dress Code: Classroom Volunteer

- Low heeled, closed toe shoes are preferred; if the heel is open, the shoe must have a strap to keep the shoe securely in place.
- All skirts, jumpers or dresses must be long enough to cover knees while sitting on the floor
- Denim slacks, jeans or capri pants may be worn
- Shorts, if appropriate, to field trips and approved by Center Director
- Long, dangling, or hoop earrings are **not** appropriate in the classroom.



Dress Code: Facilities Volunteer

- Hats or head coverings are allowed
- Covered shoes are required; no sandals, open-toed or open-heeled shoes.



Confidentiality

- All volunteers are required to maintain confidentiality and sign a confidentiality agreement.
- This agreement is on the back of the volunteer application card and must be signed as part of the application process. If you have not signed this agreement, please be sure to do so today.



Volunteer Training

Volunteers are expected to complete this pre-service orientation session before being assigned to a center / task. Center Directors conduct site specific orientation to all volunteers at their centers. Other administrative staff provide additional, specific training dependent upon the assignment.



Volunteer Separation

- **Resignation of Volunteer.** Volunteers are asked to provide a written resignation when they are not longer able / willing to serve, for documentation purposes.
- **Disciplinary Action.** Family Development Services reserves the right to terminate any volunteer that is deemed to be inappropriate or unsatisfactory, at any time.
- **Loss of funding.** Volunteer opportunities may be limited due to lack of funding (e.g. center closing).



Volunteer Questions

If you have questions or need assistance, please contact us. We appreciate you and want to make your volunteer experience enjoyable.

Pam Le'al, Community Liaison

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THANK YOU!

Volunteers are an important part of
Family Development Services !

Thank you for your contribution
to our program !

