

# FAMILIES FORWARD

## Special Skills Needed

These volunteer positions are on an as needed basis and may fluctuate throughout the year. Please see below for our current needs.

### On-Site After-School Program Volunteer/Intern:

Under the supervision of the On-Site Community Services Coordinator, the After-School Program Volunteer will support Families Forward staff in facilitating an After-School program for elementary-age students, focusing on community and confidence building through homework help, tutoring, social and emotional learning and educational activities.

### Qualifications

- 18+ years old
- Must be able to pass FBI background check.
- Previous youth & education experience a plus.

### Location

- Orange, CA
- Irvine, CA

### Time Commitment

- Minimum of 3 months, opportunity is renewable.
- 1-3 days per week (M-Th)
- Two hours (3:00 p.m.-5:00 p.m. *OR* 4:00p.m. – 6:00 p.m.)

### Reports to:

- Volunteer & Community Engagement Manager; On-Site Coordinator

### Essential Volunteer Responsibilities:

- Uphold the mission, vision and core values of Families Forward.
- In coordination with the On-Site Coordinator, serve as an active member of the after-school program team, which includes developing and maintaining a safe, orderly, fun and supportive learning environment.
- With the guidance and assistance from the On-Site Coordinator, implement and participate in developmentally appropriate curriculum for individuals and groups of children including homework help and enrichment and recreational activities.
- Direct students into safe and appropriate activities and in developing beneficial social behavior using positive reinforcement strategies and techniques.
- Actively participate in program development workshops and trainings designed to contribute to program success.
- Manage classroom operations, including completing attendance reports or other reporting as required.
- Communicate program, supply, or student concerns to the On-Site Coordinator promptly.
- Develop professional and positive relationships with the children, parents, staff, and on-site third parties through consistent, culturally competent, and professional communication.
- Assist in administering a daily nutritional snack.
- Ensure all program space is orderly and clean at the end of each session.
- Administer first aid, if necessary, and seek assistance for serious illness/injury.
- Arrive on time for scheduled volunteer shifts and perform assigned duties for the entire shift.

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- Perform other related duties as requested.

## **Requirements:**

- Ability to pass LiveScan (FBI) Background Check (paid for by Families Forward).
- Current CPR/First Aid Certification (if necessary, certification will be scheduled and paid for by Families Forward)
- Willingness to Complete Required Safety and Compliance Trainings.

## **Physical Demands/Work Environment:**

- Ability to lift 35 pounds.
- Ability to travel to and from Families Forward Affordable Housing sites within Orange County where programs are operated on-site.

## **NEXT STEPS**

If you would like to apply for this opportunity, please fill out and submit our 'Volunteer Interest Form'. We will then review and reach out to you to provide the next steps, which may include a phone screening and interview.

If you have any additional questions, please reach out to [volunteer@families-forward.org](mailto:volunteer@families-forward.org).