



Child Parent Centers, Inc.
602 E. 22nd St
Tucson, AZ 85713

Role Description

Community Volunteer-Administration

Classification: Volunteer

Supervisor: Department Director

Summary: The volunteer at the Administration Office supports Child Parent Centers, Inc. by providing administrative support to staff and high-quality customer service to Head Start families, office visitors, and vendors.

Responsibilities:

- Answer phones and respond to general information calls
- Handle incoming/outgoing mail and faxes
- Assist with program activities. For example, job fairs, health fairs, and other
- Fill orders for forms requested by staff

Minimum Requirements:

- Must commit to the agreed-upon volunteer schedule
- Ability to maintain confidentiality
- Copy, assemble, scan, and file documents and materials
- Ability to work with children and other adults
- Ability to interact professionally
- Bilingual (English/Spanish) desired
- Must complete all required volunteer paperwork
- Frequent community volunteers must complete federal, state, and county legal and licensing requirements before beginning volunteer services
 - Be at least 18 years old
 - Provide proof of immunizations: MMR (Measles, Mumps, Rubella), Tdap (adult Tetanus, Diphtheria, Pertussis), and a clear Tuberculosis assessment
 - Pass criminal record check
 - Submit a current Fingerprint Clearance Card OR complete the application and obtain a Fingerprint Clearance Card

Training:

- The new volunteer orientation starts on the first day
- Area director or alternate staff will support the training objective

Benefits:

- Resume-building experience working with preschool-age children in a classroom setting
- Hands-on training from professional staff and opportunities for professional development
- Meeting new people and making new friends
- Learn Head Start practices and philosophy