

# TRAINING AND WORKING WITH VOLUNTEERS

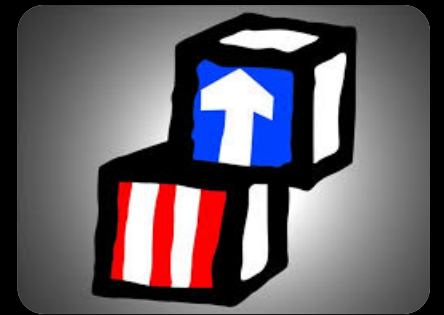


Sonia Campos, MHA  
Facilities Planning Specialist  
Volunteers of America Greater Los Angeles  
Head Start/Early Head Start

# HEAD START/EARLY HEAD START

Head Start is a federal program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social and emotional development.

Head Start programs are nationwide and provide comprehensive services to enrolled children and their families, which include health, nutrition, social services and other services determined to be necessary by family needs assessments, in addition to education and cognitive development services.



# SAFETY IN HEAD START

- Head Start Performance Standards have safety requirements with timelines that programs must adhere to.
- Focus on safety topics should include family engagement and community involvement components.
- Safe Environments is a large component in programs.
- Topics might include:
  1. Pedestrian Safety
  2. Traffic and Car Seat Safety
  3. Bus Safety
  4. Emergency Preparedness
  5. Emergency Drills



# COMMUNITY & DONATIONS

- A key component of Head Start/Early Head Start is that it be culturally responsive to the communities served, and that the communities have an investment in its success through the contribution of volunteer hours and other donations as nonfederal share.
- Obtaining nonfederal share or in-kind donations is a requirement for all programs unless a waiver is obtained.
- There are numerous ways a program can receive donations.
- Volunteer services is the most integral part of the Head Start program. Professional and technical personnel, consultants, and other individuals, such as Head Start parents furnish the majority of volunteer services.



## TIME & SERVICES

- Each hour of volunteered service is counted if the service is an integral and necessary part of the program. To count the time of a volunteer as match, the volunteer must be providing a service to and not receiving a service from the program.
- Consultants and other individuals may provide their services to a program at a reduced rate. The difference between this reduced rate and the amount normally charged by the individual may be used as in-kind.
- Programs have written documentation with each individual, which will document the reduction and/or time or donation provided, and the documentation will reflect what type of good or service was provided.

# TYPES OF SERVICES

Common services obtained from community representatives include:

- Health/Sensory screenings
- Dental services
- Workshops
- Trainings
- Playground equipment
- Classroom materials
- Supporting program needs or events



# PARENTS

The majority of programs receive donations from parents. Some of the activities include:

- Helping out in the classrooms
- Helping with home activities that enhance school readiness planning
- Being part of safety committees that provide:
  1. Traffic patrol
  2. Drop off/Pick up
  3. Drive thru functions
- Providing workshops/trainings
- Recruitment



# RECRUITMENT OF VOLUNTEERS

- Participate in community events.
- Join local committees and attend events such as health and safety fairs.
- Collaborate with local school districts.
- Hold community forums and networking opportunities.
- Hold parent information forums at sites to address community trends and concerns.
- Partner with local vendors to hold recruitment fairs.
- Establish Memorandum's of Understandings with vendors and Universities.  
(Allow students to gain college or community credit for providing services)



# REINFORCEMENT AND COMMITMENT

Biggest challenge is committing to a specific length of time and/or getting people in the door! Many programs are successful when they;

- Make agreements simple.
- Have “buy in” (Stress the importance and need for support).
- Honor time and be flexible with nights and weekends.
- Establish a goal setting process or commitment pledges.
- Have simple methods of tracking and monitoring. Evaluations need to be simple and quick, yet effective to capture data.
- Have translation services and/or bi-lingual materials.
- Link all services back to the children and curriculum.
- Enforce family engagement and leadership principles.
- Reward with simple acknowledgements and lots of praise!



THANK YOU



Contact Information: Sonia Campos ~ [scampos@voala.org](mailto:scampos@voala.org)