



# Calistoga Family Center

HEALTHY FAMILIES. STRONG COMMUNITY.

## Volunteer Profile and Job Description

### Tutors

- **Profile:** Our Plaza Comunitaria is in need for volunteer GED instructors. Currently we have a lot residents interested in obtaining their GED. You need to have skills in math, Spanish and Science. Be able to read and write fluently in Spanish. Be able to work with adults during the evenings.

### Job description

- Assist Spanish speaking students as they complete their elementary, or high school education.
- Help students learn to read and write.
- Solve mathematical problems.
- Facilitate students to understand the nature of science.
- Volunteers will work on a group setting with students but also one-on-one.
- The Plaza Comunitaria takes place Monday's and Wednesdays from 5:30 to 8:30, and Thursdays 9:00 to 11:00.

### VITA (Volunteer Tax Assistance)

- **Profile:** Do you like working with numbers? Come work in our VITA clinic and assist low income families in the preparation of their income tax. No experience needed. You will be trained and certified as tax assistance with our team. English and Spanish speaking volunteer are welcome. Strong interpersonal and communication skills. Willing to work with a diverse population.

### Job description:

- Attend basic law tax training.
- Pass the basic test on law tax knowledge.
- Provide basic tax preparations for those who are eligible.
- Assist tax payer's with their electronic returns when possible.
- Maintain confidentiality of tax payer's information.
- Screen and assist clients with intake forms.
- Determine if clients are eligible to receive free tax preparation.

### Elementary Student Mentors

- **Profile:** Be highly, motivated, energetic, and patient to work with elementary school students. Committed to work after school for at least one hour per week. Become a mentor for young children. Only four hours in a month can make a difference in a child's life.

### **Job description**

- Meet once a week for one hour with an elementary student.
- Share fun activities and stories.
- Be a listener for the child
- Be a friend and support the child.

### **Child care providers**

**Profile:** Volunteers are needed to supervise children, while their parents participate in programs that the Calistoga Family Center offers. The Family Center provides arts & crafts, and other supplies to assist the volunteers. You will need to pass the finger printing test and be CPR certified.

### **Job description**

- Volunteers may sign-up to assist with an ongoing group or come in on a one-time basis to help with a particular meeting or event.
- Supervision of children while their parents attend the programs.
- Work on evenings about one to two hours.

### **Instructors**

**Profile:** Are you an instructor who would like to volunteer and share your professional expertise with our families? Come and teach something that is fun and enjoying for you. We will like to have regular classes or one time session.

### **Job description**

- Instruct a class for families using subjects of your proficiency.
- Willing to work with a diverse population in the Calistoga community.

### **Office Work**

**Profile:** If you have basic computer skills come join our office team. Volunteers need to provide confidentiality for the clients at this site. Have clear communication skills.

### **Job description**

- Answering phone calls.
- Filing
- Photocopying
- Receptionist
- Data entry
- Public contact

### **Translator**

**Profile:** Bilingual Spanish/ English volunteers needed for translation at our agency. It's required to have English/Spanish bilingual oral and written communication skills. Be able to work with a diverse population. Have the ability to speak clearly and efficiently with clients.

### **Job description**

- Work one on one with clients.
- Translate written documents for clients
- Be of assistance to clients in the process of any applications they have.
- Call companies to assist the client's needs.

### **Publicity Creation**

**Profile:** If you enjoy computer art come and work with us to create brochures and flyers. Use your imagination to help us send our message to the community. Volunteers will use their artistic computer, and writing skills to create inviting brochures and flyers.

### **Job description**

- Create descriptive, enthusiastic, motivated flyers for our events.
- Clearly write events or programs we have in flyers.
- Make inviting and capturing flyers.

### **Publicity Distribution**

**Profile:** Do you enjoy working with the Calistoga Community and local business. Help us do outreach work by distributing flyers to local business.

### **Job description**

- Deliver informational material to schools, local business, and agencies within our county.
- Attend county fairs to distribute information about our center.

### **Event organizers**

**Profile:** Do you enjoy planning events. Have great organization, responsible and dedicated skills, you can come and have fun with us as we plan our events.

### **Job description**

- Provide support for the Family Center events.
- Be creative and energetic to support our events.
- Help us organize and coordinate our events.
- Be a team player

### **High school Projects**

**Profile:** The Calistoga Family Center is seeking for volunteers who have photography and video skills. We are looking for energetic people who want to help us create videos. Volunteers should have strong computer skills. Have an eye for visual composition and images.

### **Job description**

- Work with Student Assistance Coordinator and high school students.
- High school project will include making a video of the life of Calistoga High School student.
- Create music videos, based on the music that students create.

## **Board Members**

**Profile:** Do you want to play a leadership role? Be a dedicated community board member. Help us strengthen the Calistoga Family Center, by supporting our board team.

### **Job description**

- Participate and attend board meetings.
- Attend special events and meetings as need.
- Participate in setting policy, which includes the mission, vision, and action planning.
- Participate in the formulation of developing new strategies for the agency.
- Support the fundraising efforts of the organization by contributing and attending events.

## **Transportation**

- **Profile:** If you have a car, valid driver license and some time to spare to be the wheels for Calistoga Family Center. You can offer family rides to doctor, school, or any appointments they have.

### **Job description**

- Safely drive families to doctor appointments.
- Be supportive and patient with the family you are working with.
- Transport families to and from locations.