

[This is only a sample. Projects are encouraged to customize as appropriate]

### **Foster Grandparent Position Description**

**(Select appropriate elements depending on specifics of a given assignment)**

#### **Purpose:**

- To connect the generations.
- To provide volunteer service that addresses community needs.
- To create meaningful relationships with children who have special or exceptional needs by providing love, encouragement and companionship on a one-to-one basis.
- To provide extra care and attention to children who have special or exceptional needs in order to improve their physical, mental, emotional and social development so they may grow to reach their maximum potential and become as independent as possible.
- To serve children in school, day care, Head Start and institutional settings.

#### **Qualifications:**

- Age 60 or older.
- County resident.
- To receive a stipend, annual income falls within federally established guidelines.
- Willing and able to volunteer with children an average of 20 hours per week.
- Health, as determined by physical examination, must be adequate to meet the demands of the position without detriment to self or children served.

#### **Expectations:**

- Sincerely interested in special and exceptional needs children.
- Provides supportive relationships and friendship.
- Provide love and encouragement.
- Serves as non-threatening adult.
- Offers guidance.
- A good listener.
- Sensitive to children's feelings and needs.
- Fosters independence.
- Provides stability, emotional support and companionship on one-to-one basis.
- Maintains confidentiality.
- Able to set limits with children.
- Nonjudgmental with regard to race, income, special needs, disabilities, religion, family status and background.
- Patient, kind, and understanding.
- Exhibits a warm and caring attitude.
- Tactful and sensitive to feeling and reactions of others.
- Emotionally mature.
- Demonstrates good judgement.
- Shows initiative.
- Able to maintain written records and report to site promptly and on a regular basis.
- Follows directions and accepts supervision by site and program staff.
- Cooperates and communicates with site and program staff.

- Abides by site and program policies, procedures and regulations.
- Attends required orientation and inservice training.
- Dresses in neat and clean manner.

**Roles and Sample Activities:**

- Listening. Talking. Singing. Walking. Reading. Feeding.
- Mentoring.
- Tutoring.
- Modeling appropriate behaviors and skills.
- Encouraging socialization.
- Assisting with self-help skills (washing hands, eating).
- Participating in group activities.
- Playing games.
- Telling stories.
- Holding/hugging child.
- Assisting with reading and other academic subjects.
- Teaching manners and social skills.
- Assisting with learning activities and developmental therapy.
- Reinforcing lessons taught by teachers.
- Helping child to follow directions and accomplish work.
- Acting as a calming agent.
- Helping child stay focused on task.
- Clarifying/translating group instructions into individual instructions.
- Encouraging and praising child.
- Assisting in development of motor and learning skills.
- Helping to prevent/delay/lessen the effects of institutionalization.
- Providing stimulation and learning experiences.
- Providing intergenerational exposure.
- Working on craft /art projects.
- Mobility assistance.
- Accompanying children on field trips.

**Restrictions:**

- Does not serve as: paid staff, custodian, babysitter, supervisor, substitute teacher or disciplinarian.
- Refrains from using corporal punishment, or physically or verbally abusing children.
- Refrains from giving gifts, food, or money to children.
- Not to be left in charge or without supervision by site staff.
- Refrains from bringing guests to the volunteer site unless written permission is obtained from the site and provided to the FGP office in advance of the visit.
- Refrains from taking children from the site unless accompanying them on field trips supervised by site staff.
- Refrains from correcting papers, making photocopies, preparing meals and cleaning up unless assigned children participate in these activities.
- Refrains from discussing personal religious beliefs, preaching, singing religious songs or praying out loud.

- Refrains from participating in religious education classes, prayer services, mass or religious retreats.

**Rewards:**

- Hugs and kisses.
- Unconditional love.
- Socialization with others.
- Feeling needed/useful.
- Gaining a sense of accomplishment.
- Heightened self-esteem.
- Making an impact in a child's life.
- Solving community problems.

**Benefits:**

- Hourly stipend.\*
- Free daily meal at site.
- Travel reimbursement.
- Insurance.
- Free physical examinations (pre-enrollment and annual).
- Paid time off.
- Socialization.
- Recognition.
- Training (orientation and monthly inservice training).

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\*The stipend is non-taxable, non-reportable income that does not affect eligibility for other programs and services.