

## Volunteer Position Description

**Position Title:** Policy Council Community Representative

**Program and Department:** Head Start/Early Head Start/ECEAP – Early Learning and Family Services

**Reports To:** Tilda Doughty, Preschool Services Program Assistant

**Hours:**

Approx. 3 hours/month (except July and December) for one calendar year, term is January 2020 – January 2021, meetings are 5:00-8:00 pm and are typically scheduled for the fourth Monday of the month (no meeting in July or December).

**Mission Statement:** *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

**Position Summary:**

In partnership with the Opportunity Council Board of Directors and our Early Learning and Family Services (ELAFS) staff, Policy Council engages Head Start, Early Head Start and ECEAP preschool parents in a vital leadership role to assist and support program planning. Volunteer Community Representatives are a key link between Policy Council and the greater community.

**Responsibilities:**

- Attends monthly Policy Council meetings to receive information and program updates, and share information from the community.
- Reviews, advises and participates in planning program goals and objectives, policies and procedures, program monitoring and program funding proposals.

**Training:**

- Community Representatives receive training at meetings in program areas such health, child development, special needs, nutrition, family services, advocacy and program governance.

**Volunteer Requirements:**

Must be able to attend monthly evening meetings.

**Physical Requirements:**

Ability to attend in-person meetings. Access to e-mail preferable.

**Application Deadline:** 12/15/2019

**To Apply:**

Apply online at [www.opcco.org/how-to-help](http://www.opcco.org/how-to-help)