



**Foster Grandparent Program (FGP)**  
714 Seventh St. SW · Albuquerque, NM 87102  
Phone: 764-6412 Fax: 764-6465



## **Volunteer Position Description**

### **Purpose:**

To connect the generations by fostering meaningful relationships between seniors and children with special or exceptional needs, and; to keep seniors active by assisting children to reach their potential and gain / improve academic, social, and emotional skills.

### **Qualifications:**

- Be age 55 or older,
- Ability to pass a National Service Criminal History Check,
- Ability to perform volunteer position duties without detriment to self or children served,
- Willingness to volunteer with children consistently
- Willingness to accept supervision

### **Expectations:**

- Understands volunteer role and follows directions
- Communicates with station and FGP staff
- Provides friendship and supportive relationships
- Offers guidance and encouragement
- Demonstrates sensitivity to children's feelings and needs
- Provides stability, emotional support, and companionship
- Fosters independence
- Maintains confidentiality
- Maintains and submits written records (timesheet) regularly and promptly
- Abides by station and program policies, procedures and regulations
- Attends required orientation and in-service trainings

### **Sample Activities:**

- Mentoring and tutoring children, one-on-one or in small groups
- Modeling appropriate behaviors and social skills
- Accompany children at meal time and/or recess or trips
- Assisting with self-help skills (washing hands, eating)
- Assisting children to follow directions and accomplish work
- Assisting children to stay focused and on task
- Teaching manners



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**Restrictions:**

- Does not serve as: paid staff, custodian, babysitter, supervisor, substitute teacher, teachers' aide, school nurse, or disciplinarian
- Does not discriminate on the basis of race, income, special needs, religion, family status, gender, gender identity, or background
- Does not discipline or abuse children, neither physically or verbally
- Refrains from giving gifts, food, or money to children.
- Does not oversee children / classrooms without supervision
- Does not discuss personal religious beliefs, preach, sing religious songs, or pray out loud
- Does not discuss political beliefs or affairs

**Rewards:**

- Increased socialization
- Improved health and well-being
- Gaining a sense of accomplishment
- Making an impact in a child's life

**Benefits:**

- Pre-service orientation and on-going, in-service trainings,
- Supplemental Accident and liability insurance while on duty,
- Transportation reimbursements or assistance with arranging transportation,
- Free meals while on duty or meal reimbursements,
- Annual recognition events,
- Hourly stipend\* of \$4.00 per hour,  
\*Paid time off and paid holidays

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\* For individuals whose income is at or below 200% of the poverty guidelines after allowable medical deductions, the hourly stipend is a non-taxable, non-reportable supplement that does not affect eligibility for other programs and services.

The 2024 Federal income guidelines are:

Family of 1 – not to exceed \$2,510 a month  
Family of 2 – not to exceed \$3,407 a month  
Family of 3 – not to exceed \$4,303 a month  
Family of 4 – not to exceed \$5,200 a month  
Family of 5 – not to exceed \$6,097 a month