



## CSNT Head Start Volunteer Rates

**Effective 12-1-19**

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.87 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.66 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$10.20 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council  Governing Board	\$16.43 per hour Policy Council  \$32.56 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the 2018 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$9.60 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.80 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-2-19, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2018 Wage Comparability Study.

**You will not be paid for the time documented on this form. The time is considered a donation to the Campus / Program.**