



Relief Nursery™, Inc.  
Volunteer Job Description

***EVENING CHILDCARE ASSISTANT***

**PROGRAM:** Therapeutic childcare

**WORK SCHEDULE:** Monday through Thursday 5:45pm-7:45pm; Friday 9:00am-11:00am

**COMMITMENT:** 3 months minimum

**REPORTS TO:** Therapeutic childcare workers and Childcare Coordinator

---

**OVERVIEW OF RESPONSIBILITIES:** To assist therapeutic childcare workers in classroom and playground settings using therapeutic approaches. Children range in ages from 6 weeks to 9 years.

**QUALIFICATIONS:**

- ♥ Ability to maintain confidentiality
- ♥ Must be 16 years of age and older (exceptions can be made by the Volunteer Coordinator)
- ♥ Ability to work at least one full two hour shift on program days
- ♥ Willing to commit for 3 months or more
- ♥ Ability to work as a member of a team
- ♥ Ability to respond to directions and suggestions in a mature manner
- ♥ Maintain professional appearance and attitude, appropriate to the position
- ♥ Possess maturity to discuss issues that arise when working with diverse and at-risk populations
- ♥ Be punctual and dependable
- ♥ Ability to act in a way consistent with a belief system that values diversity among people

**SPECIFIC DUTIES:**

- ♥ Attend orientation and training(s) as scheduled
- ♥ Arrive on time for scheduled position, sign time card, and pick up name tag at front desk
- ♥ Check in at assigned classroom by the start of class
- ♥ Assist therapeutic childcare staff with classroom and child goals
- ♥ Participate actively in the classroom, playground and jumping room
- ♥ Assist with dinner procedures (i.e. helping children to wash hands and return dishes to cart, disinfect and wipe down tables.)
- ♥ Assist therapeutic childcare staff in setting limits for children
- ♥ Be aware and actively present to support children in choice making and problem solving
- ♥ Be supportive of children identifying and expressing feelings
- ♥ Assist therapeutic childcare staff preparing the children to go home and return to clean-up after children leave
- ♥ Attend debrief with therapeutic childcare staff, as needed

**CONTACT:** Volunteer Coordinator (541) 343-9706

Revised 07/07