Relief Nursery ™, Inc.
Volunteer Job Description

Classroom Assistant

PROGRAM: Therapeutic Early Childhood Program and/or Home Base Program
WORK SCHEDULE: 9:30 a.m. - 12:30 p.m. Mondays-Thursdays in Eugene/ 9am-12pm & 12:30pm-3:30pm Mondays-Thursdays in Springfield
COMMITMENT: 3 months minimum
REPORTS TO: Teachers of room assigned and Volunteers Coordinator

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OVERVIEW OF RESPONSIBILITIES: To assist Teachers in classroom and playground settings using therapeutic approaches. Children range in ages from 6 weeks to 6 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 three 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 teachers with classroom and child goals
♥ Participate actively in circle time (i.e. sit on floor, clap hands, sing songs, etc.)
♥ Participate actively on the playground
♥ Assist with lunch and snack procedures (i.e. helping children to wash hands and return dishes to cart, volunteers disinfect and wipe down tables.)
♥ Assist teachers 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 teachers preparing the children to go home and return to clean-up after children leave
♥ Attend debrief with teachers, as needed

CONTACT: Volunteer Coordinator (541) 343-9706 Revised 03/07

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