



Relief Nursery®, Inc.
Volunteer Job Description
CLASSROOM ASSISTANT

PROGRAM: Therapeutic Early Childhood Program

WORK SCHEDULE: 9:30 a.m. - 12:30 p.m. Mondays-Thursdays

COMMITMENT: 3 months minimum

REPORTS TO: Teachers and Volunteer Coordinator

OVERVIEW OF RESPONSIBILITIES: Assist teachers in classroom and playground settings using therapeutic approaches. Children range in ages from 1 to 5 years.

QUALIFICATIONS:

- ♥ Ability to maintain confidentiality
- ♥ Must be 16 years of age and older
- ♥ Ability to work at least one shift per week
- ♥ Willing to commit for 3 months minimum
- ♥ Ability to work as a member of a team
- ♥ Ability to respond to directions and feedback 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 daily routine 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, disinfect tables)
- ♥ Assist teachers in setting developmentally appropriate 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 02/14