



Volunteer, Specialist, or Student Teacher

Function: Provide assistance in the day-to-day operation of the Center.

Reports to: Program Director, Teaching Staff with which they are working.

Supervisory responsibility: None

Salary range: None

Required education and experience: None

Must have one of the following eligibility qualifications:

- Be 16 years of age or older.
- Be a parent, grandparent, or family member of a child enrolled in the program.
- Be a volunteer for a specific service, for example, music lessons.
- Student intern in child development, childcare, psychology, nursing, or related field at a local high school, college, university, or trade school.

Other eligibility criteria:

- Undergo CORI and DCF background check (also for the job coach or personal assistant to the candidate).
- Be able to help with evacuating the building in emergency situations.
- Must present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to the children, and be willing to support the Center's philosophy.

Responsibilities:

- Assist as needed under the direction of teaching and other qualified staff.
- Prepare a written plan indicating the scheduled dates and times for the work to be completed for approval. (All hours worked must be submitted monthly.)
- Complete orientation and receive/review the Employee Handbook.
- Ensure the safety of the children in your care.
- Allow the Program Director or teaching staff to handle problem situations.
- Take periodic headcounts.
- Use proper handwashing before handling food, after diaper changing, blowing noses, using bathrooms, caring for a sick child, and handling of animals, etc.
- Report all suspected child abuse/neglect to the Program Director or Teacher supervising immediately.

Other Competencies:

- Genuine enjoyment when working with children.
- Comfortably engage with children and staff.
- Notify teaching staff when problems arise.

Other Performance Indicators:

- Cooperate with the Director and other staff in activities involving the Center.
- Great and treat children, parents, and staff with kindness and respect.
- Be professional.
- Refrain from gossip.

Work environment: Office work. Classrooms. Outside play areas.

Physical demands: Lift children up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

Expected hours of work: