

CHILDREN PROGRAM
TEACHER AIDE
Volunteer Opportunities Description

Term: Indefinite substitute

Days and Times: M-F from 7:00am – 6:00pm (flexible hours)

Infant-Toddler Program:

Volunteer as a teacher aide in the Infant-Toddler program helping children ages 3 months to 2 years old with naptime, meal times, diapering changing, using the toilet, washing, and dressing. Provide infants and toddlers with experiences and opportunities that allow for the development of curiosity, initiative, problem-solving, and creativity. Provide educational opportunities through an environment that engages children at all developmental levels.

Preschool Program:

Volunteer as a teacher aide in the Preschool Program helping children ages 2 ½ to 4 years-old. Most of the children are native Spanish-speakers who are learning English. Volunteers are expected to help classroom teachers supervise children, prepare educational materials, and maintain order and cleanliness in the classroom. Youth workers and volunteers interact with children by reading stories, teaching and playing games and songs, and working with children in small group activities designed by teachers. The youth workers and volunteers immediate supervisor is the classroom teacher. Matters of scheduling and training are arranged by the volunteer and preschool directors.

Sometimes when you are volunteering, the teacher may be busy with the children. Don't worry, there is always work for you to do! Some things you could help with are: refilling paint and glue bottles, sharpen pencils, sort toys, straighten shelves, wash paint brushes and containers, prepare materials, or display art projects. If it is free choice time, we encourage you to circulate among the children. Look for a child who needs support and encouragement. Read a story to a child or group of children or get on the floor and play with them. On occasion you may be asked to help outside the class you have been assigned, such as in another classroom or in the office.

DUTIES:

1. Arrive to work at the scheduled time.
2. Sign in and out in the volunteer time log at the receptionist's desk.
3. Call your supervisor if you are going to be late or absent.
4. Cooperate with classroom teachers.
5. Assume the following tasks:
 - a. Help teachers set up classroom for lunch and snacks (feeding times).
 - b. Take down or put away nap-time cots.
 - c. Escort and supervise children going to the bathroom (toileting routines).
 - d. Read the children stories and teach them songs, games, and poems.
 - e. Assist teachers in the preparation of educational materials.
 - f. Assume responsibility for conducting small group activities as assigned by teachers.
 - g. Join children in playing with table games, blocks, puzzles, playing house, listening to music, etc...
 - h. Water playground in warm weather.
 - i. Assist in keeping classroom clean and orderly.