



"Putting People First!"

## VOLUNTEER POSITION DESCRIPTION

**VOLUNTEER ASSIGNMENT:** Classroom Volunteer

**DEPARTMENT:** Children's Services/Calico Center

**REPORTS TO:** Volunteer & Community Activities Coordinator and Calico Manager or designee

### QUALIFICATIONS

- 16 years of age or older and under 16 years of age with parent/guardian supervision
- Willing to volunteer minimum of 2 hours per day
- Enjoy interacting with children with and without disabilities
- Ability to follow instructions and ask questions
- Focus of full attention on children at all times
- Team player
- Respect for confidentiality

### RESPONSIBILITIES

To be assigned by Calico Manager or designee and may include:

- Assisting in classroom activities such as games and reading
- Monitoring and helping the children
- Assist during meal times
- Organizing classrooms
- Clerical tasks

**Revised: January 2009**

