

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Family Services**  
**Program: School Age Programs**  
**Last Updated: March 2012**



### **School Age Programs**

Volunteer Coordinator  
Jeff Yeager  
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### **Program Purpose**

Volunteers work in a school age after school or camp program which serves children 5-12 years of age.

### **Responsibilities**

The classroom volunteer can support the classroom environment through reading, playing games, singing or interactions with the children. Staff will provide a rich environment of activities to support your interaction with the children.

### **Qualifications**

Volunteer must be able to work with school age children that are noisy and physically active. Volunteers who have a positive and energetic attitude or previous elementary experience are encouraged.

### **Schedule**

Monday – Friday year round options are available

### **Training**

Training will be provided during the first scheduled day by the representative of the program. The training will include Policies and Procedures and Health and Safety practices.

### **Dress Code**

The volunteers are required to dress in casual attire and comfortable shoes.

### **Work Environment**

Indoor – Outdoor School-Age environment with music, movement, physical activities

### **Punctuality and Absenteeism**

If the volunteer is going to be late or miss a scheduled assignment, they must contact the site supervisor prior to their shift.