

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Family Services
Program: Head Start and Early Childhood Programs
Last Updated: March 2012



Head Start and Early Childhood Programs

Volunteer Coordinator
Jeff Yeager
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Program Purpose

Volunteers work in a pre-school setting to support the education and well-being of children ages 3-5.

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 in an early childhood setting that is noisy and physically active. Volunteers who have a positive and energetic attitude or previous early childhood experience are encouraged.

Schedule

Monday – Friday options with am and pm classrooms available

Training

Training will be provided during the first scheduled day by the Early Childhood Supervisor or representative of the program. The training will include Universal Precautions, 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 Preschool with small furniture, sand box, messy arts and crafts

Punctuality and Absenteeism

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