

Learning Lamb Early Development Center

Volunteer Job Description

Title: Childcare Volunteer

Responsible to: Center Director

Primary Objective: Offer support and respect to the children (all ages) that are a part of the; daily toddler & pre-school program, before and after care program, or summer camp program here at Learning Lamb Early Development Center. Provide children with safe, positive and nurturing play experiences while modeling positive behavior and interactions.

Essential Functions:

- Play with, care for and talk to children, offering them support and respect.
- Maintain a safe environment for the children – one that models positive behavior and interactions.
- Communicate with the Center Director / Lead Teachers / Teacher Assistants / Before & After Care Assistant / Summer Program Staff, regarding on-going facility, program, and client needs or concerns.
- Keep the childcare, gym and playground areas clean and organized.
- Act as a positive role model, particularly modeling and promoting healthy interpersonal relationships.
- Must be able to understand and follow LLEDC confidentiality policy and other policies and procedures.
- Document any behavioral or accidental incidents.

Qualification:

- Good listening and communication skills.
- Childcare experience is preferred but not required.
- Experience in childhood education and activity planning a plus.
- Basic knowledge of recognizing child abuse is a positive.
- Ability to maintain a regular schedule, including a commitment of 5-10 hours per week or as needed.
- Must be at least 13 years of age or older.
- Must complete a TB Screening and provide a copy of negative test results.
- Must complete the Verified Volunteer Training (must complete every 3 years).

Time Commitment:

- Childcare Volunteers are asked to make a three - twelve month commitment (if volunteering for the summer program, until the program is completed).
- Childcare volunteers working in the daily toddler & pre-k program, before/after care program we asked that you commit to volunteer 5-10 hours per week.
- Childcare Volunteers play and do activities, help with homework, and provide other support to children and staff during their daily routine. Childcare Volunteers create a positive and safe place to play and learn.

Sustainable Outcome:

- Childcare volunteers act as healthy adult role models to children in the center programs. Through play, attention, age-appropriate learning, and emotional support, childcare volunteers have a large positive impact on children.

If you are interested in becoming a Childcare Volunteer, please complete and return a Volunteer Application. A link to the Volunteer Application can be found on the 'Learning Lamb EDC Website' under the "Work With Us" tab.

A background and reference check will be completed. Before beginning work, volunteers will attend a training session to learn the policies and procedures of the agency, to understand their role and responsibility when working with children.

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Development Center
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