VOLUNTEER DESCRIPTION & SPECIFICATIONS

Job Title: Classroom Volunteer
Supervisor’s Title: Lead Teaching Assistant, Volunteer Coordinator
Job Location: Bellevue/Bothell/Renton

Ongoing classroom needs will be up to the discretion of the Lead Educator and Lead Teaching Assistant.

Purpose
To assist teachers and other direct service providers within the classroom setting.

Principal Duties & Responsibilities
Duties and responsibilities may include but are not limited to the following:
- Assist children in performing scheduled activities, monitor child progress with their individualized instructional programs, monitor and reinforce appropriate child behavior, maintain and show an awareness of room and child safety needs.
- Assist with classroom set up and clean up, maintain and prepare classroom supplies, maintain and clean up toys and equipment, prepare art activities as requested.
- Assist with other building responsibilities such as snack preparation, kitchen clean up, laundry.
- Other tasks as assigned to provide support to educators, therapists, and other departments.

Required Education, Experience & Skills
- Experience working with infants and toddlers
- Experience working with children with disabilities or motivation to learn
- Experience and comfort with interacting with diverse populations
- Ability to be playful and creative with young children
- Familiarity with positive behavior support or strong motivation to learn
- Bilingual speaking preferred
- Strong teamwork skills
- Ability to demonstrate dependability and punctuality
- Detail-oriented self-starter who can complete a variety of tasks independently