



Position Name: PreSchool Classroom Aid

Goal of Program:

The Volunteers of America ECEAP and Community Preschools provide young children with the opportunity to achieve a quality preschool education. The volunteer classroom assistant will contribute to the growth and development of preschool children by helping to foster a supportive learning environment and aiding in the education and development of young children.

Volunteer Activities:

The Classroom Assistant position is an opportunity to support the classroom teachers in preparing educational tasks and duties for both school and after-school work. Volunteers will also be able to contribute to classroom projects such as reading and artwork as well as assist the lead teacher in child supervision for both classroom and outdoor activities.

- Under the direction of the assigned Lead Teacher, offer support in the classroom and ensure adult to child ratio is met. The Classroom Assistant also fills in, as directed, in various classrooms/playgrounds.
- Assist Lead Teacher in copying, laminating, and preparing lesson materials. Any expenses associated with lesson plans must be pre-approved by the Lead Teacher and Program Manager before they are incurred (e.g. mileage incurred in fulfilling tasks, purchase of educational materials, vendors).
- Interacts with children and families in a respectful, supportive, and positive manner.
- Assist in the logistics associated with the planning of parent/family events and other tasks - as needed.

Benefits of Volunteering with your Program:

Welcomed into a team atmosphere, experience in early childhood setting, knowledge of daily activities to promote early learning, letter of reference upon successful completion of volunteer term.

Requirements (knowledge/skills):

Enthusiastic about working with children, team-player, collaborative, personable.

Prerequisite Information:

Attend Volunteer Orientation

Conduct background check

Sign Confidentiality Agreement

Sign Volunteer Position Description

Initial phone call or visit with ECEAP Representative

Timeframe:

M-TH

Shift 1: 8:30 am – 11:00 am (Breakfast & Activities)

Shift 2: 11:00 am – 1:00 pm (Lunch & prep for afternoon class)

Shift 3: 1:00 pm – 3:30 pm (Lunch, snack and preparation for end of day)

Location: ECEAP Preschool - Everett, Sultan

Opportunity Type: Education & Literacy

Contact: 425-212-5300