

May 21, 2006

HOUSE OF MERCY'S ROSEMOUNT CENTER
VOLUNTEER POSITION DESCRIPTION

Title: TEMPORARY EVENT OR ACTIVITY ASSISTANT

Scope of Responsibilities:

- Help staff an event OR
- Provide exposure to a particular skill or expertise either through offering a short-term class or offering a one day experience
- Examples of activities are attached

Training and Supervision Plan:

- Arrive one hour before start of activity for orientation
- Rosemount staff in charge of activity is supervisor
- Family & Community Partnership Manager coordinates volunteer services
- Mainly on-site assistance at Rosemount Center

Time Frame:

- Activity dictates time frame

Minimum Time Commitment:

- Activity determines minimum time commitment

Benefits:

- Bilingual (English/Spanish) environment
- Chance to help poverty-level children and parents
- Exposure to best practices in early childhood (infant, toddler, and preschool) education and Head Start

Qualifications:

- Sincere interest in working in a multi-cultural setting
- Attention to detail
- Cooperative nature, including the ability to accept instruction and correction
- Must have strong interpersonal skills