

11/6/2006

HOUSE OF MERCY'S ROSEMOUNT CENTER  
VOLUNTEER POSITION DESCRIPTION

Title: CLASSROOM AIDE

Scope of Responsibilities:

- Help with classroom coverage
- Read, talk, play board games with children
- Assist with snacks and lunch
- Help children learn fine motor skills - snapping, tying, buttoning
- Support with classroom maintenance - washing toys, repairing and shelving books
- Assist teacher with clerical duties - copying, attendance

Training and Supervision Plan:

- One hour classroom observation
- Early Childhood Development orientation with Curriculum Specialist
- Classroom lead teacher is supervisor for this position
- Family & Community Partnership Manager coordinates volunteer services

Time Frame:

- Mornings and late afternoons are preferable
- Center closed on federal holidays

Minimum Time Commitment:

- Classroom aides are asked to make at least a two-hour commitment once per week for a minimum of twelve weeks.
- Consistency in the hour of day is appreciated (i.e. 8:00-10:00)

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 with young children
- Ability to be patient and kind
- Desire to learn about other cultures
- Cooperative nature, including the ability to accept instruction and correction