

**The Hope Center
Child Care Assistant
Volunteer Job Description**

Summary: The Hope Center Child Care Program provides a fun atmosphere in which children of adult immigrant learners participate in activities that promote language learning and social development. Children do language activities, art projects, play games, and participate in music and singing. The childcare volunteer will help to plan and implement engaging and age-appropriate activities. Training provided.

Major Responsibilities:

1. Set up activities/craft prior to children arriving
2. Check children in to child care room (parents must sign children in and out)
3. Provide full supervision with children at all times
4. Provide basic guidance and redirection of children when needed (*included in training*)
5. Provide story time and music
6. Provide arts and crafts activities
7. Interact well with the families and co-workers
8. Report child's behavior to parent before departure
9. Report to shift on time
10. Call within 24 hours (or as soon as you are aware of cancellations) and find a sub from approved list when possible.
11. Clean up area before departure

Qualifications:

1. Respect and appreciation for children of diverse backgrounds
2. Ability to work with multi-age groups of children (Ages 2 through 10)
3. Eighteen (18) years of age or older or a High School Diploma or G.E.D (or)
4. High School Students (prior volunteer experience in a faith based setting preferred but not a must would work under an adult volunteer)
5. Must be willing to attend training class prior to starting.
6. Must agree to and pass a background check (18 years and older)

Training or Preparation: Orientation for new volunteers and child care volunteer training

Benefits

- Satisfaction gained by helping others
- Increase knowledge and improve skills
- Increase work experience and learn from peers

If you are interested in this position, please contact Diane Martinez at:

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