

SCS HEAD START VOLUNTEER

Classroom Helper – Job Description

Assignment Preferences:

1. High School diploma or equivalency preferred.
2. Ability and interest in working with pre-school children and low income families
3. Ability to understand the developmental needs of children and its relationship to learning.
4. Experience with pre-school children preferred.
5. Ability to maintain **confidentiality** is required.

Position Description: Under supervision of the Teacher and Education Coordinator:

- ☺ The Classroom Helper will be familiar with the SCS Head Start goals and the program philosophy.
- ☺ The classroom Helper will assist in the preparation of materials and resources for various activities both in the classroom and on field trips, walks, or outside activities.
- ☺ The Classroom Helper will assist the teacher in the supervision of children in the classroom, on the grounds or at any Head Start sponsored activity.
- ☺ The classroom Helper will work with other volunteers and parents in familiarizing them with classroom procedures and activities.
- ☺ The Classroom Helper will help foster home-school communications.
- ☺ The Classroom Helper will assist in the care and upkeep of the classroom and its contents, and will help the teacher in preparing displays of children's work.
- ☺ The classroom Helper will work with individuals or in small groups as assigned.
- ☺ The Classroom Helper will assist in the preparation and serving of the breakfast and noon meals and with clean up.
- ☺ The Classroom Helper will assist with other duties as requested.

VOLUNTEER PROVIDER STATEMENT:

I agree to perform and follow the duties as outlined and restricted by the Volunteer Job Description and offer my commitment to SCS and its programs by providing volunteer time in this capacity. I agree to bring encouragement, respect and understanding to all SCS clients and will not discriminate on the basis of sex, race, marital status, age, or religion. I will follow and adhere to SCS' policy of confidentiality. I understand that failure to abide by the above guidelines may result in my removal as a Head Start Volunteer Classroom Helper.

Signature/Date