

Job Title: Preschool Volunteer/Practicum Student/Intern

Department: Preschool

Supervised by: Teachers/Assistant Director

Position Summary:

Classroom volunteers, practicum students, and interns collaborate with the teachers to create a safe, positive, and stimulating classroom environment. Tasks include assisting with classroom management, playing with children in activities and outdoor play, and engaging in conversations during mealtimes and transitions.

Activities:

A: Student-Related Activities

1. Engage in play activities.
2. Greet children at arrival and departure of students.
3. Intern ONLY: Be aware of individual student objectives and support teachers in implementation of behavior programs.

B: Classroom-Related Activities

1. Engage in conversation and eat with children at mealtimes.
2. Assist Aides in cleaning and sanitizing toys, changing tables, etc. as needed.
3. Support teachers in engaging with children on outings/field trips.
4. Respect the need for confidentiality and follow established procedures.

C. Safety

1. Be aware of the safety of yourself and others, including, but not limited to proper lifting and sanitation processes.
2. Support Pearl Buck staff by modeling and teaching safety skills at school and in community environments.
3. Ensure that Pearl Buck safety requirements are met (as outlined in safety manual).

Qualifications

A. Knowledge, Skills, and Abilities

1. Proof of completing the Child Care Division's Central Background Registry (not reimbursed).
2. Willingness to be supervised.
3. Ability to communicate with preschool children, staff, and other volunteers.
4. Some familiarity with the developmental stages of learning.
5. Sensitivity to distressed students and families.
6. Patience and flexibility to meet the needs of individual children.

Preferred (Not required):

1. Experience working with young children in a professional setting.
2. Familiarity with high-risk children and/or families.

3. Willingness to obtain a food handler's card (not reimbursed).

Working Conditions:

A. Environmental Hazards

1. Possible exposure to communicable disease, infections, head lice, etc.
2. Possible exposure to chemical treatments used to eliminate the above conditions.
3. Exposure to detergents, mucous, saliva, blood, violent behavior (kicking, biting, scratching, etc.)

B. Physical/Mental Stress

1. Ability to be (on your feet and) moving for most of or all of your shift.
2. Ability to remain calm and assist teachers in handling emergencies, i.e. choking, injuries.

Ability to exercise patience