



Title: HEAD START - CLASSROOM HELPER
Reports To: Head Start - Center Education Coordinator
Classroom Teacher for tasks
Type: Volunteer Position (Internship/Practicum Available)
Duration: Fall term and/or Spring term; ongoing

Position Summary:

Prepare kids for success as they enter Kindergarten! Assist with providing high quality education for children ages 3-5. Help our Head Start teachers and classroom staff to make learning and attending school a fun and rewarding activity for children. Head Start Center classes are held during weekday daytime hours.

Benefits of Volunteering:

Gain early childhood education experience, understanding of pediatric development, support from a teacher and classroom personnel, and professional networking. Knowledge that you are helping children thrive! Volunteer with a friend.

Essential Functions:

Duties & Responsibilities:

- Assist classroom teachers to support student activities, which may include reading stories, assisting children with projects, chaperoning field trips, helping with Family Fun events, teaching basic hygiene skills such as tooth brushing and hand washing.
- Eat family-style with the children if volunteering during meal-time.
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Show interest in and enjoy interacting with energetic young children, ages 3, 4 and 5 in an age-blended classroom
- Assist as a member of a team
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Able to physically respond to the demands of active 3-5 year old children. Capable of lifting 20 lbs desired

Mental Requirements:

Normal preschool requirements.

Environmental Requirements:

Normal office and preschool environment. Playground temperatures may fluctuate.

Time Commitment:

- Assist 1-2 hours per week for a minimum of five weeks during the semester.
- Weeks do not have to be consecutive.
- Specific hours must be arranged with the supervisor, schedule is flexible (see hours below).
- Centers are open weekdays Monday-Thursday: 8am-11:30am; and, 1pm-4:30pm.
- A few Centers offer an 11:30am-1pm option. Hours may vary according to the Center.
- Centers operate during the regular school-year (September thru May/June).

Location:

There are several Head Start Center locations in St Paul; one in New Brighton and one in North St Paul. Most are located on or near public transportation routes. Your assignment will be based upon your availability and the Center's need.

Advance Registration for College Students:

Yes, you can reserve this internship/practicum position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer. Available for Spring or Fall Semester only ongoing.

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.capr.org/take-action/volunteer and email/scan resume & references to volunteers@caprw.org

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.

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