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## Job Description: Intern/ Volunteer

### Position Description

The Intern/ Volunteer's primary role will be to actively engage in meeting the needs of the children as part of the staff/child matrix. The most important element of this position is attentiveness to the safety and well-being of the children in our center at any given time. Our primary goal is the SAFETY of children in our care. All activities of an Intern/ Volunteer during his/her shift will operate with that goal in mind. However, and equally important, we also want children to have FUN & LEARN each and every time they visit our facility.

### Responsibilities

- Following and also collaborating (interns) with instructors and other staff members.
- Assisting teacher with design and of a full schedule of activities for a classroom of no more than five (5) children
- Helping a balance of logical and age-appropriate social exercises (in compliance with CDC COVID guidelines)
- Encouraging positive behaviors and good manners
- Appropriately interacting with children and their needs according to the instructions given by staff
- Helping to ensure a clean and organized environment

### Requirements:

- Maintaining professionalism
- Ability to work and thrive in a team setting
- Patience, Flexibility and Love for Children
- Ability to meet children "where they are" and understand different behavioral needs
- Effective communication skills especially when interacting with parents
- Adherence with all teaching standards and safety guidelines
- Completion of all DHS requirements, including, but not limited to a background check and finger printing

## **Expectations**

This will be a hands-on experience in the field you are embarking on which is, but not limited to Early Childhood education. This experience will mostly consist of assisting and observing the Teachers, Caregivers, and other staff. You will also be ensuring the safety and well-being of the kids includes a team-approached effort to keep our center in accordance with all health department and DHS-related requirements and regulations. The Shift Leads will provide for you specific duties instructions on proper care for children in all age groups including feeding, diapering/potty, handling, etc. These will be communicated to you through checklists, verbal instructions, and formal training sessions. These instructions must be taken seriously and performed as requested, as the Shift Leads have established a high measure of quality and Caregivers are responsible for contributing to that goal.

In addition to following proper Child-related procedures, there are also operational/cleaning duties that must be performed on a routine basis to keep the center clean and operable. Such instructions will also be communicated through checklists and verbal instruction. They will also request, during appropriate times, your assistance beyond the routine cleaning and maintenance procedures (for example, disinfecting the inside of the train, cleaning walls, etc.). Shift Leads will make every attempt to be reasonable about the request as well as provide adequate instructions. If there is ever a question, please be sure to clarify with a Shift Lead, on duty or otherwise, regarding expectations.

**\*Please be sure to properly document each time you come to the center and bring any forms that need to be filled out with you every time you come to the center\***