

Rogue Valley Family YMCA
VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Child Care Room Monitor
DEPARTMENT: Preschool & Child Care
REPORTS TO: Lead Teacher

TERM OF POSITION: ongoing
DAYS/HOURS OF POSITION: flexible days/
8-20 hrs./week between 9 a.m. and 5 p.m.
AGE REQUIREMENT: at least 18 years of age

General Function

The person selected for this position will be responsible for assisting the classroom teacher in the daily duties in and out of the classroom.

Know How

The person selected for this position must meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with procedures of the Rogue Valley Family YMCA. The person selected for this position shall be able to speak, read, and write English fluently.

Position Segments

- Assist with the implementation of the daily program under the direction of the teacher
- Assist in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies
- Help with general housekeeping and kitchen tasks
- Maintain a professional attitude
- Treat all children with dignity and respect
- Maintain confidentiality about children, their families, and other employees
- Help with the operations of audio/visual aids
- Follow directions given by lead teacher or immediate supervisor
- Supervise outside playground activities
- Help maintain the safety of both classrooms and outside play areas
- Organize and help with classroom parties

I have read this position description and understand its contents.

Signature of volunteer

date