

JOB DESCRIPTION



TIME COMMITMENT

- usually one Sunday a month
- be in class before 9:45am
- done around 11:15am
- if teaching lesson (provided) prep time at home

GREETING FAMILIES

- warmly welcome the little ones
- chat with parents and get any instructions
- make sure you check name tag for allergies



CLASSTIME

- meet children's emotional and physical needs
- if teaching - lead the lesson time
- playtime, snack time, bathroom breaks and color

POLICIES

- read and understand class procedures
- follow class procedures
- be familiar with emergency procedures and kits

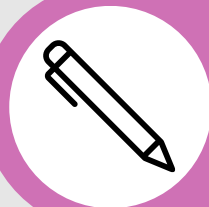


SCHEDULING

- try to switch with someone else if you are unable to come on the day you are scheduled
- if you can't switch just let Ms. Jennifer know

AFTER CLASS

- make sure child's items are packed and ready
- check/collect parent's tags at pick-up
- put all toys back in the totes



PROCESS FOR VOLUNTEERING

- fill out application/background check form
- meet with Ms. Jennifer for training
- once scheduled - start loving on our kids!