



# Classroom Volunteer Job Description

<b>Volunteer Title:</b>	Classroom Volunteer
<b>Supervised by:</b>	Classroom Teachers and Classroom Volunteer Coordinator
<b>Location(s):</b>	Seattle, WA
<b>Schedule:</b>	Minimum time commitment of one 2-hour class per week for a full three-month session. Classes run Monday through Thursday from 9am to 3:30pm, and assignments are made on a first-come first-served basis.

## About Boyer Children's Clinic

Boyer Children's Clinic improves the quality of life of children with neuromuscular disorders or other developmental delays by providing the best solutions for each child and family. Founded in 1942 by a group of doctors, parents, and volunteers, we provide a wide range of services and programs for children and their families, including classroom education; physical, speech, and occupational therapy; personalized health management; and medical consultations.

## Classroom Volunteer Duties

Classroom Volunteers assist with daily activities in our Toddler Groups. Specific tasks and activities include:

- Interacting, playing, and engaging with the children.
- Supporting the interaction of a child with other children using toys, art supplies, and participation in classroom activities.
- Assisting the children with hand-washing, preparing for snack time, etc.
- Assisting the classroom teacher and teaching assistants with transitions between different segments of the class.
- Helping to supervise the children and keep them safe.

Classroom Volunteers operate under the supervision and guidance of Boyer teachers and teaching assistants at all times.

## Required Qualifications

- Commitment to the mission and values of Boyer Children's Clinic, and enthusiasm for working with children. No prior childcare experience is required.
- Ability to communicate clearly and effectively with Boyer staff, parents, and children.
- Ability to commit to at least one 2-hour class per week for the full 3-month session.
- Good awareness of body in space, and ability to transition quickly from sitting to standing positions.
- Must be at least 13 years of age.

### **Candidate Profile**

It takes more than loving to work with children to be a successful Classroom Volunteer! We are looking for people who can maintain a positive and flexible attitude in the classroom to help children with a wide variety of activities. Classes move at an energetic pace, so be prepared to move around. Because we work with small children, you can also expect to spend time sitting on the floor. Volunteers also need to be able to learn our classroom protocols and follow instructions from Boyer staff.

### **Application Process**

1. Complete an Application - Applications for Classroom Volunteers are accepted quarterly, about one month before the start of classes. Please see our website for information on class dates and application deadlines.
2. Authorize Background Check - Because Classroom Volunteers have regular contact with children, Boyer conducts a criminal background check on prospective volunteers. Persons with a criminal conviction history are not eligible for volunteer positions.
3. Attend Orientation - During the orientation session our staff will tell you more about Boyer Children's Clinic, and provide training for working in the classroom.