

Volunteer Position Description

Title: Classroom Volunteer

Position Reports To: Lead Teacher

Location:

Family Growth Center

Bethlehem Lutheran Church
549 E. Mt. Hope
Lansing, MI 48910

Hours: Tuesday – Thursday 9:00 am - 11:30 am & 1:30 - 4:00 pm

General Purpose:

To assist lead teacher in supervising and interacting with Children at the Family Growth Center.

Essential Duties:

- To maintain a safe and welcoming and environment for the children
- Room maintenance: help keep toys in order, keep floors and table spaces clean and orderly during the working day, sort artwork, arrange bulletin boards, etc.
- Supervise activities as directed by the Lead or Assistant Teacher including eating, napping, free play activities, small group and outdoor activities
- Interact with the children in a warm, positive, and supportive manner
- Report to the Lead or Assistant Teacher any pertinent problems, injuries incurred by the children, observations and parent inquiries.