



## Volunteer Position Description

**Title:** Head Start and Early Head Start Classroom Assistants

**Start Date (End Date):** on going

**Estimated Hours Per Week:** from 4 – 40 hours/week

**Purpose/Goal of Volunteer Position:** To assist the classroom teacher with preparation, by working with children on planned learning activities, and by helping out with tasks necessary to keeping the environment safe and clean.

### Responsibilities:

- Assist classroom staff with meeting the daily needs of children.
- Assist with maintaining child/adult ratio in accordance with state licensing regulations.
- Assist classroom staff with planned educational activities.
- Know and comply with CMCA policies and procedures, as well as Head Start Performance Standards, policies and procedures.

### Requirements:

- Background check
- TB test and Physical
- Available to work during the 8a – 5p, M – F work week.
- Works well with a team of individuals and individually.

### Benefits:

- Work experience and knowledge about working with children.
- Opportunity to assist CMCA's mission to empower low income families achieve self-reliance.
- Establish potential references for employment.

### Training Provided:

- Agency orientation and Head Start classroom policies and procedures.

*Please contact Kelley Lucero, CMCA Volunteer Coordinator, for any questions you might have.  
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