

Kalamazoo Academy Reading Program Volunteer Job Description

Volunteer Position: Classroom Instructor Support (CIS)

Department: The Dreamery

Program: Kalamazoo Academy Reading Program

Program Director: Dr. Margaret Uwayo

Location: YWCA Main office

Position Hours: Monday-Friday 3-5:30PM

MISSION STATEMENTS: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all. Improve literacy outcomes and close the achievement gap for children as a vehicle for social justice.

PRIMARY FUNCTION: The Classroom Instructor Support (CIS) provides classroom support to the Classroom Instructor (CI) and helps create an engaging learning environment for children. You will assist and supervise activities such as reading to children, leading arts and crafts, supervising during playtime and outdoor time, and much more. This position is great for those who enjoy working with children and have lots of energy.

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must be able to actively engage well with children.
3. Previous experience working in classroom setting OR experience working the field of ABA preferred but not required
4. Must be able to help implement structured classroom activities for children PreK through Grade 6
5. Must have excellent verbal and written communication skills.
6. Hands-on support and supervision will be provided
7. Must be able to work with people of diverse backgrounds.
8. TB Test required.
9. Fingerprint may be required. Contingent upon volunteer hours.

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RESPONSIBILITIES:

1. Provide educational assistance to teachers as needed.
2. Read to and actively engage children with age-appropriate activities.
3. Supervise during classroom transitions and play activities.
4. Assist with snacks/meals.
5. Assist with classroom sanitation and clean-up.
6. Safeguard confidential information gained as a result of the volunteer position 7. Provide first aid as needed.
7. Provide a positive, safe, and supportive environment for YWCA children.

TRAINING REQUIREMENTS:

1. Children's Center Orientation.
2. Classroom Orientation
3. Volunteer Orientation, Handbook, and Volunteer Job Description.

Volunteer Signature: _____ Date: _____

Director Signature: _____ Date: _____ **Child**

Care Licensing Rules:

R 400.8125 volunteer requirements. Rule 125. (1) All volunteers shall provide appropriate care and supervision of children at all times. (2) All volunteers shall act in a manner that is conducive to the welfare of children. (3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center. (4) A licensee shall have a written policy regarding screening and supervision of volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. (5) A written statement must be signed and dated by volunteers before volunteering indicating all of the following information: (a) The individual is aware that abuse and neglect of children are against the law. (b) The individual has been informed of the center's policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

R 400.8128 Staff; volunteer; tuberculosis. Rule 128. A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. History: 2013 AACS; 2019 AACS. R 400.8131 Professional development requirements. Rule 131. (1) The center shall provide an orientation about the center's policies and practices and these administrative rules.