

## **St. Matthew Early Childhood Center Job Description – Volunteer**

**Mission Statement:** St. Matthew Early Childhood's mission is to provide a Christian environment in which each child can grow spiritually, emotionally, physically, and intellectually through age-appropriate activities. We are committed, in collaboration with families, each child's character development and nurture the individual strengths and talents that allow each child to reach their potential.

**Position Purpose:** To have the opportunity to nurture and stimulate young minds as the volunteer share their experiences and interests with 0-5 year olds to broaden their social, physical, cognitive, and emotional skills.

**Responsible to:**

- Lead/Assigned Teacher
- St. Matthew Early Childhood Center Director/Supervisor
- St. Matthew Catholic School Principal

**Qualifications:**

- Flexible hours with the willingness to volunteer at least 5 hours weekly in one classroom.
- Positive, caring, friendly, and dependable.
- Be able to adhere by all the policies and procedures set by St. Matthew Early Childhood Center, Parish, and School.
- Be willing or are currently trained in Mandatory Child Abuse Reporter Training and VIRTUS training.
- All volunteers will be subject to a criminal record check, physical, and TB test.

**Job Responsibilities Dependent on Room Assignment:**

- Read aloud to individual or groups of children.
- Rocking and feeding infants
- Playing games with individual or small groups of children.
- Helping out with lunch and snack.
- Disinfecting/Light cleaning duties
- Working with individual children on developmental skills
- Willing to share and/or teach children your hobbies on request by lead teacher if developmentally appropriate.