

### **Summer 2010**

- Help us prepare the classrooms for the children's arrival (tidying, cleaning, organizing)

**Dates TBA**

### **Classroom Assistant Volunteers (beginning September 2010)**

- Substitute for teachers during lunches, breaks, planning periods, conferences and sick days
- Assist with crafts and art projects
- Assist teachers with children on the playground
- Read to, sing or dance with children individually or in small groups
- Accompany children and teachers on walks
- Help children garden outdoors
- Share you special talents, like music, art or drama with children
- Sit and talk with children during mealtimes
- Help prepare snacks or lunches
- Take photos of children and teachers engaged in classroom activities and upload onto the computer or have prints made
- Give individual attention to children by just chatting or sharing stories
- Share your special interests with children (travel, cooking, gardening, etc.)
- Help clean & organize classrooms (tables, toys, buggies, shelves, sanitizing, laundry)
- Greet families in the beginning and end of the day; help with separation as needed
- Playground maintenance (garden upkeep, putting away outdoor toys)
- Creating/updating bulletin boards in classrooms and displaying children's work and parent information
- Generally helping as needed; an extra hand which is ALWAYS needed in any scenario

### **Other Ongoing Volunteer Needs**

- Answering the phone for the Education Center Director
- Clerical and organizational aspects of the NAEYC accreditation process
- Calling parents to remind them about an event or to inform them of emergency closings
- Putting together newsletters and helping with other mailings
- Filing
- Run errands, pick up supplies or materials as needed
- Special event committees (Sparkling Jazz in the fall, Touch A Truck Family Festival in the spring)
- Program Committee (1<sup>st</sup> Wednesday of the month, noon)
- Other committee work - Finance, Development