

Kids' College Volunteer

General Responsibility

Assist Kids' College director with work needed to prepare for Kids' College. Work with children at Kids' College and assist teachers or director.

Specific Responsibilities

- Work under direction of Kids' College Director and designated staff as part of KC team.
- If helping Director prepare for Kids' College to start –Count and sort items such as shirts, badges, supplies, and backpacks.
- If working in a classroom - Assist teacher in supervising all assigned aspects of the class, including material set-up, helping students cut or glue, etc., class clean-up, escort students to the restroom and supervise them there, take pictures of fun activities, walk students to and from the break room, etc.
- If working in break/snack area - Assist runners with distribution of snacks. Sit among the children, eat with them, and talk with them about their experience with Kids' College. Watch for inappropriate behavior such as children throwing items. Help clean up accidental spills. Put drinks into ice chest and cover with ice.
- If helping with car line - Keep students quiet so they can hear their names called, open car doors and help children into cars, give parent a clipboard and pen to sign kids out, etc.
- Serve as a good example in personal language, behavior, and appearance.

Essential Functions

- Ability to assist director or teachers with children in emergency (fire, evacuation, illness, injury)
- Ability to assist in maintaining constant supervision of students when on duty.
- Ability to assist in observing student behavior, assessing its appropriateness and applying appropriate behavior-management techniques as directed, or notifying supervisor if behavior is excessive or harmful to the student themselves or other students.

Specific Qualifications

- At least 15 years of age.
- Enjoy working with young people.
- Strong work ethic.
- Keen attention to detail.
- Good character/ability to make difficult decisions in the face of adversity.
- Ability to relate to adults of all ages, as well as to children.
- Flexibility and ability to accept supervision and guidance.
- Good communication skills.
- Must be able to pass criminal background check.



Additional Duties before Kids' College starts:

- Help director schedule kids into classes.
- Assist with supply lists.
- Help prepare letters for kids-call out classes in order as someone else types letters; match up week 1 letters with week 2 letters; copy and highlight campus maps that are attached to letters; fold letters/maps; affix correct mailing labels to envelopes and stuff with correct letters.
- Assist in making badges for every kid-call out classes as someone else types each kid's name and their three classes in the exact order that they will be going to each class each day; write allergies on the back of each kid's badge (if any); tear out badges and put into clear badge holders; match each badge with the correct size shirt; sort each shirt/badge combo according to week, and then sort by first period class.

