

**BRONX ELC - FILE CLERK**

**Bronx Early Learning Center:** The Bronx ELC is one of two Volunteers of America programs for preschoolers with cognitive or language impairments, social and emotional difficulties, or sensory and motor issues. In some classes, developmentally-delayed children learn alongside their typically developing peers, with the goal of preparing the children to successfully integrate into kindergarten. Supportive services are also available for the parents of children attending the school.

**Volunteer Position:** File Clerk

**Contact:** Pura Douglas, (718) 466-3580

**Purpose of Job:** Provide organizational assistance to the administrative staff.

**Commitment Required:** A minimum of 1-3 hours per week. Volunteer opportunities are available Monday – Friday from 8:30a.m.– 3:00p.m. There are no weekend opportunities for this position.

**Duties May Include But Are Not Limited To:**

- Data entry and file organization.
- Attend staff meetings for needs assessment and operational instruction.
- Binder preparations for archiving.
- Updating school roster.
- Reinforce positive behavior and be a positive role model.

**Qualifications Needed:**

- Must enjoy working with children.
- Must be organized and able to give instruction.
- Must be 18 years or older.
- Must have a current physical examination report.
- Must be reliable and responsible.
- Must be flexible and able to adapt to changing situations.
- Must be able to accept feedback from peers.
- Must be fingerprinted by the Department of Investigation.

**Training/Orientation Provided:** Orientation includes a program tour and attending one or more in-service classes addressing OSHA and HIPPA regulations.

**Location of Job:** Bronx Early Learning Center, 1887 Bathgate Avenue, Bronx, NY 10457

**Benefits for Volunteers:**

- Excellent administrative experience and resume builder.
- The knowledge that your work provides children with a nurturing environment in which they can develop their educational and social skills.
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.
- Invitation to volunteer appreciation events.
- WORKING WITH GREAT KIDS!