

STATEN ISLAND ELC – CLASSROOM ASSISTANT

Staten Island Early Learning Center: The Staten Island ELC is one of three 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: Classroom Assistant **Contact:** Geraldine Landron, 718.984.7900

Purpose of Job: Assist teachers with daily activities in special education classrooms.

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:

- Assist staff with monitoring (meeting children at bus, escorting students, et cetera).
- Conduct activities in groups and individually with children with special needs.
- Translate for students (when needed) during classroom activities.
- Assist teachers in preparing daily activities.
- 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.

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

Location of Job: Staten Island ELC, 10 Joline Lane, Staten Island, NY 10307

Volunteer Benefits:

- Excellent classroom experience and good 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!