



Preschool Assistant Volunteer Position Description

MISSION: We engage our community with essential services that empower all people to thrive.

SUPERVISED AND SUPPORTED BY: Preschool Director and Preschool Assistant Director

PURPOSE OF JOB: Support teachers in implementing and executing classroom lessons, support classroom set-up and cleanup.

DUTIES MAY INCLUDE:

- Engage children in the classroom
- Provide support and guidance to children
- Assist with set up and clean up
- Organize and inventory supplies / materials, etc.
- Help teachers provide opportunities for families to build social connections with each other
- Maintain strict confidentiality of clients' information
- Follow all Colorado Early Childhood Licensing rules and regulations
- Other duties as assigned

TRAINING AND SUPPLIES NEEDED:

- Written Training – Which includes Parent Handbook, Volunteer Agreement, Exposure Control Plan, Child Abuse Prevention Policy, Volunteer Handbook
- Mandatory Reporting Training through Jefferson County
- In-Person Training on site

QUALIFICATIONS:

- At least 18 years of age
- Ability to pass the required screening below
- Completion of all Mountain Resource Center volunteer paperwork

TIME COMMITMENT REQUIRED/DATES AND TIMES AVAILABLE: Once a week Mon- Thurs. AM and PM shifts available.

LOCATION OF JOB: Mountain Resource Center – 11030 Kitty Drive, Conifer, CO 80433

BENEFITS:

- Support the local community

REQUIRED SCREENING: Colorado Background Check and Fingerprinting, TRAILS Background Check

CONTACT: Kim Erickson, Volunteer Coordinator – kime@mrcco.org / 720-994-8848