
Activity and Center Volunteer

Reports to: Volunteer Coordinator

SUMMARY OF THE POSITION:

The activity and center volunteer works within CDI Early Learning Center (ELC) in all capacities as needed. He/she is responsible for overall assistance of the floor with various tasks as needed. This includes but is not limited to, welcoming all visitors to the center, giving tours and making sure all children and parents get their needs met, setting up/taking down activities, stocking and returning exhibit materials to their proper place and making sure discovery zones are clean and sanitary. Volunteer will need to be comfortable taking direction and at times work unassisted. This person will work along side the other volunteers and staff in contributing to the overall operations of the ELC.

DUTIES AND RESPONSIBILITIES:

- Welcome all visitors to the center
- Must be able to give out information about the center and give tours
- Make sure all children stay within their parents/caregivers care
- Make sure the ELC safety precautions are followed
- Help stock materials in discovery zones - set up/clean up, as needed

SKILLS, QUALIFICATIONS AND PHYSICAL REQUIREMENTS:

- Must be organized
- Exude an outgoing and pleasant attitude
- Reliable “team player”
- Confident self-starter
- Ability to perform multiple tasks
- Ability and willingness to learn on the job
- Knowledge of CDI ELC mission.

TRAINING:

- ELC Orientation Training

BENEFITS:

- Obtain Professional Growth Hours or Volunteer Service Hours
- Develop professional and creative talents through trainings from Early Childhood Specialists
- Use professional skills to aid children within the community
- Be an active contributor to the first Early Learning Center in Canoga Park

COMMITMENT: Minimum of 6 hours per week for at least 3 months.

OTHER REQUIREMENTS:

- TB Clearance
- DOJ Clearance, if applicable