
Community Member Volunteer

Reports to: Volunteer Coordinator

SUMMARY OF THE POSITION:

The Community Member volunteer works within the CDI Early Learning Center (ELC) to lead the implementation and coordination of special activities and programs that are offered at the ELC. Community Member volunteers provide valuable feedback and mentorship that will prepare other volunteers with the resources to efficiently run the daily operations of the center and to effectively communicate with children and their families. Community Member Volunteers will meet with Volunteer Coordinator on a weekly basis to assess goals, projects and areas where support is further needed.

DUTIES AND RESPONSIBILITIES:

- With ELC support, plan and run special programming for children and families
- Provide support and mentorship to volunteers onsite; including orientation assistance
- Help ensure volunteers have a positive experience and their needs are being met
- Follow ELC guidelines, policies and procedures
- Ensure all daily activities are implemented as scheduled
- Assist parents and their children with learning activities
- Assist in ELC special events, fundraisers, workshops/training as needed

SKILLS, QUALIFICATIONS AND PHYSICAL REQUIREMENTS:

- Commitment to ELC mission and philosophy
- Ability to communicate effectively and possess good interpersonal skills and leadership qualities
- Display an outgoing and positive attitude
- Reliable “team player” and confident-self starter
- Attend all required training
- Ability and willingness to learn on the job
- College degree or equivalent, experience in child development is preferred

TRAINING:

- ELC Orientation Training, Leadership Training

BENEFITS:

- Professional and leadership development skills: management skills, teaching skills, public speaking and event planning skills
- Use your professional talents to aid volunteers, children and families within your community
- Be an active contributor to the first Early Learning Center in Canoga Park.

OTHER REQUIREMENTS:

- TB Clearance
- DOJ (if applicable)