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# **Play and Learn Volunteer**

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**Reports to: Volunteer Coordinator**

## **SUMMARY OF THE POSITION:**

The play and learn volunteer works within the CDI Early Learning Center (ELC) to assist on the floor with specific tasks during the various activities offered at the ELC. The activity volunteer must be able to take direction and help facilitate the various activities. This person will assist with the set up/clean up of the center and assisting the children/parents as needed. The play and learn volunteer supports the center in creating, developing, and facilitating a variety of activities available for children and their families.

## **DUTIES AND RESPONSIBILITIES:**

- Setting up and breaking down inside/outside learning activities
- Assisting parents and their children with learning activities
- Making sure that play and learn areas are clean and inviting
- Follow activity lead volunteer instructions
- Assist in ELC special events, fundraisers, workshops/training as needed
- Lead daily activities such as Storytime and Music and Movement

## **SKILLS, QUALIFICATIONS AND PHYSICAL REQUIREMENTS:**

- Strong communication and creative skills
- Exudes an outgoing and pleasant attitude
- Ability to listen to directions and carry them out as needed
- Reliable “team player”
- Confident self starter
- Ability to perform multiple tasks
- Ability and willingness to learn on the job
- College degree or equivalent, experience in child development is preferred

## **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 and families 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 (if applicable)