



Child Parent Centers, Inc.  
602 E. 22nd St  
Tucson, AZ 85713

## Role Description **Classroom Volunteer**

**Classification:** Volunteer

**Supervisor:** Site Supervisor

**Summary:** The classroom volunteer supports the Child Parent Centers, Inc. volunteer program by volunteering and assisting teaching staff in implementing daily routines for the curriculum, with food service, and safety practices.

### **Responsibilities:**

- Assist staff during large and small group activities
- Reinforce learning activities (read to children, practice writing letters, assist with art projects, etc.)
- Serve as a child's play partner (put together puzzles, assist with art activities, etc.)
- Participate in conversations with children during meals, free time, and outdoor play
- Assist the teaching staff with daily classroom operations as needed (playground checks, stocking materials, cleaning, and organizing)

### **Minimum Requirements:**

- Must commit to the agreed-upon volunteer schedule
- Ability to maintain confidentiality
- Ability to work with children and other adults
- Be willing to attend training and learn new ways to work with and guide young children
- Ability to interact professionally
- Bilingual (English/Spanish) desired
- Frequent community volunteers must meet federal, state, and county legal/licensing requirements before starting volunteer services. Note: The requirements do not apply to parents of enrolled children who volunteer.
  - Be at least 15 years of age. Written permission from a parent or guardian if you're between 15 and 17 years old
  - Provide proof of immunizations: MMR (Measles, Mumps, Rubella), Tdap (adult Tetanus, Diphtheria, Pertussis), and a clear Tuberculosis assessment.
  - Pass criminal record check
  - Submit a current Fingerprint Clearance Card OR complete the application and obtain a Fingerprint Clearance Card

### **Training:**

- The new volunteer orientation starts on the first day. Note: This does not apply to parents of enrolled children who volunteer
- Hands-on training at the center by professional staff, the Site Supervisor, or alternative staff

### **Benefits:**

- Resume-building experience
- Receive professional training and development that will provide the skills and knowledge for employment at CPC as a classroom staff member or temporary classroom substitute
- Meeting new people and making new friends
- Learn Head Start practices and philosophy
- Personal satisfaction from knowing that you are helping and empowering children and families