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**LITERACY GREEN BAY’S**

**Childcare Aide Job Description/Duties**

Thank you for volunteering! We take volunteering with the young children of our adult learners very seriously. Please read each duty and initial on the line which precedes each responsibility. Your initials indicate you understand what is expected of you as a Childcare Aide volunteer in our program. In order to volunteer in the childcare room, we must have this form on file. Failure to follow these guidelines, duties and/or expectations can lead to dismissal.

**General Instructions**

\_\_\_ The childcare teacher is the lead in the classroom. The Childcare Coordinator is head of the program. If you have any questions or suggestions, please feel free to express them to either the childcare teacher or the Childcare Coordinator.

\_\_\_ Follow directions of the childcare teacher (ask questions if you are unclear)

\_\_\_Speak calmly and kindly to children (use kid friendly & appropriate language)

\_\_\_Use words to direct children (never touch children)

\_\_\_Stay calm (never yell at children)

\_\_\_ Be consistent and confident (you are the adult and responsible for their safety)

\_\_\_ Professional appearance is important – clean hair, clean body and appropriate clean, casual clothes; clean, non-torn jeans are acceptable.

**Before Children Arrive**

\_\_\_ Help the childcare teacher prepare the classroom

* put down chairs, move tables in the middle, clean or wipe up any dirty or sticky areas, straighten up any messy toys or areas of the room

\_\_\_Help the childcare teacher prepare for the craft activity

* make photocopies of coloring sheets, pull supplies out of cabinet, make sure you have the correct number of each supply, refill supplies (paint, glue, etc)

\_\_\_Help the childcare teacher get the snack and drinks ready

* fill one pitcher with water
* maintain cleaning supplies in the classroom
* check the status of paper towels, tissues, Clorox wipes, baby wipes, hand sanitizer
* refill/replace any missing items

**During Class Time**

\_\_\_Greet children kindly

\_\_\_Help children find activities to play with

* direct children to areas of the room, toys or games other children are playing

\_\_\_Interact/play with children (especially before other children arrive)

\_\_\_Encourage children to play together

* speak kindly, share, take turns

\_\_\_Help children clean up after playing or doing activities

* remind them where things go
* encourage them to put away instead of just you putting away toys

\_\_\_ Get parents from classrooms if childcare teacher asks you to

* diaper change, bathroom, excessive crying

\_\_\_Help the childcare teacher prepare for snack time & clean up after snack time

* gather children, clean table/placemats, hand out snacks, help children throw away cups

**After Children Leave**

\_\_\_Wash dirty dishes or supplies

\_\_\_Straighten up any misplaced toys or materials

\_\_\_Use the Clorox wipes to clean any sticky or dirty areas

\_\_\_Vacuum if asked by the childcare teacher

\_\_\_Put away any crafts or materials used during class

Once again, thank you for sharing your time and talents with the children in our childcare program. On behalf of the children, their parents and our staff, we appreciate your help! We hope you find it a very worthwhile volunteer experience.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2-12-20)

 Pg. 2 of 2