

**MON GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: MonKids Volunteer
DEPARTMENT: MonKids Child Development Center
REPORTS TO: Director of Volunteer Services and Director of MonKids Child Development Center – Under the supervision of the Classroom Teachers

Placement Summary:

Assist the classroom Teachers, under their guidance, with routine activities.

Duties and Responsibilities:

1. Assist the teacher with preparing and distributing materials to children.
2. Sits with children during activities to provide guidance and appropriate verbal interaction. (Assistance is restricted to verbal praise and encouragement. At no time is activity to be completed by the Volunteer Assistant.)
3. Assistant Volunteer functions as an adjunct aide to the Teacher and provides support for the children through verbalization and other appropriate interactions.
4. Assists with clean up, including assisting children with hand washing.
5. Assist Teacher with routine nap times, including, rocking (if appropriate) or patting backs.
6. When appropriate, Volunteer Assistant may help with feeding of Infant/Toddlers under the guidance of the Teacher, following normal feeding patterns and schedule provided by parents.

Training Required:

1. Volunteer orientation.
2. In-service training with Director at MonKids to include rules and regulation of center, philosophy of MonKids, and appropriate interactions and teaching methods.
3. Must meet State Licensing requirements.
 - a. Background check (fingerprinting).
 - b. Must provide three references.
4. Candidate must be in good health and able to bend, lift unassisted (when appropriate), and walk around obstacles such as toys and children on the floor.
5. Eyesight and hearing must be within normal limits.
6. Must be an adult and non-student.

Qualifications:

Volunteer Assistant must be able to provide positive, appropriate support for the children, in a warm loving manner, which is consistent with MonKids philosophy. Volunteer must adhere to ethical and legal standards of confidentiality. Communication with parents concerning their

child is not permitted unless authorized by Teacher. Volunteers may not discipline a child in any manner but refer child to Teacher for guidance. Lifting and carrying children is restricted to Infants/Toddlers, and only under guidance of Teacher.

DVS Signature and Date

Department Signature and Date

02/10/10