



City of
Golden

Volunteer Opportunity

11/16/2012

JOB TITLE: Volunteer Preschool Program Aide
DEPARTMENT: Parks and Recreation
JOB REFERENCE: 12-78
POSITION TYPE: 8-30 hours per week; varied hours Monday-Friday, 8:15AM–4:00PM.
CLOSING DATE: Open Until Filled

A City of Golden Volunteer application must be submitted for consideration.

SUMMARY

Under the direct supervision of the Preschool Director and Preschool Instructors assist with the implementation program of Golden Parks and Recreation Department's state licensed Preschool Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Preschool Director and Preschool Instructors with program implementation.

Maintains cleanliness of facility and organization of materials and equipment in accordance with Colorado Social Services guidelines and Golden Parks and Recreation Department policies.

Communicates with preschool staff to provide information about preschool activities and children's successes and problems.

Immediately reports all incidents, injuries, and/or unsafe conditions to Preschool Director and/or Recreation Supervisor – General Programs.

Communicates with Preschool Director and Instructors in order to provide quality programs.

Completes other tasks and duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Minimum age 18 years of age by date of hire. High school diploma or general education degree (GED). Must have experience supervising and/or instructing children ages 6 and under or have attended courses pertaining to early childhood education. Applicant must have verifiable work or volunteer experience with children ages 6 and under in such areas as day care, sports and/or babysitting. Prior leadership experience involving organizational skills is highly desired. Must be certified in first aid and CPR.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to preschool staff, Recreation Supervisor – General Programs and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current CPR and first aid certification.

OTHER SKILLS AND ABILITIES

Demonstrates maturity of judgment and the skill to exercise appropriate supervision and direction to preschool age children in a semi-structured setting.

Ability to facilitate resolution of conflicts. Ability to make sound decisions and use good judgment under stressful conditions.

Makes independent decisions and has the ability to complete projects under the supervision of the preschool staff. Establishes and maintains effective working relationships with other employees, supervisors, and community organizations, the public, and participants.

MATERIALS & EQUIPMENT DIRECTLY USED

Elementary school supplies (paper, crayons, paints, glue, and scissors), copy machine, fax, and tape player.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment is primarily in an indoor setting. The noise level is moderate to loud.

The City of Golden does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a City service, program or activity, call (303) 384-8000 as far in advance as possible.

Apply on-line @ www.cityofgolden.net/work/volunteer

City of Golden • 911 Tenth Street, Golden, Colorado 80401 • (303) 384-8000