



The
Lighthouse
of the
Community

Volunteer Services

VOLUNTEER POSITION DESCRIPTION

TITLE: Early Learning Center Volunteer

SUPERVISOR: Youth Programs Manager

PROGRAM: The Hallie Q. Brown (HQB) *Early Learning Center* is a Minnesota Rule 9503 Licensed Preschool Child Care Center that seeks to ensure children are ready for school by providing them a structured learning environment that is safe, creative and positive; and where children are encouraged, supported and enhance their self-esteem. The program serves children 33 months (2 years 9 months) – 5 years.

PURPOSE: To provide a structured learning environment for children 33 months (2 years 9 months) – 5 years that will promote development in the areas of: personal and social development, language and literacy, mathematical and scientific thinking, social studies, the arts, and physical development and health

RESPONSIBILITIES:

- Assist children, ages 33 months (2 years 9 months) – 5 years, in developing their social, listening, reading, writing, math, inquiry, art skills; and physical development through age appropriate skill-building activities and games.
- Initiate activities and projects (e.g. cooking, sewing, reading, etc.)
- Help with activities and projects as needed (e.g. rubbing backs at nap time, help serve meals, assist on the playground, reading, art/crafts, etc.)
- Offer encouragement; model conflict resolution methods; provide direction and order for program participants under direction of Program Staff.
- Agree to mandated child abuse reporting guidelines.

QUALIFICATIONS:

- Be able to work as part of a team as well as one-on-one with youth.
- Have a positive attitude toward learning and education.
- Excellent listening and observation skills; and patience with respect to children.
- Able to relate to children and youth from diverse socio-economic and cultural backgrounds.
- Computer experience a plus.
- Be at least 18 years old.

BENEFITS:

- Help children succeed in social, emotional, and educational goals.
- Develop mentoring and activity leadership skills.
- Documented volunteer experience.
- Experience working with a non-profit agency.

SITE: Hallie Q. Brown, 270 Kent Street N, St. Paul

COMMITMENT:

- Minimum 3-month commitment. Flexible schedule
- Program hours are Monday thru Friday, 7:00 a.m. – 6:00 p.m.

CONTACT: Manager of Volunteerism
(651) 224-4601
volunteer@hallieqbrown.org