

#### 4. Volunteer Position Description: Classroom Helper

- **Position Title:** Volunteer Classroom Helper
- **Organization:** PPLA PCS
- **Location:** On Site
- **Reports To:** Classroom Teacher and/or Volunteer Coordinator
- **Purpose:** To provide valuable support to teachers within the classroom setting, assisting with various tasks that enhance the learning environment and allow the teacher to focus more directly on instruction and student needs.
- **Key Responsibilities:** (Note: These can vary greatly depending on the teacher's needs and grade level. Specify or allow for flexibility.)
  - Assist the teacher with preparing instructional materials (e.g., copying, cutting, laminating, organizing supplies).
  - Work with individual students or small groups on activities assigned by the teacher (e.g., reading practice, math drills, art projects).
  - Help supervise students during centers, transitions, lunch, recess, or special activities under the teacher's direction.
  - Read stories to the class or small groups.
  - Assist with classroom organization, tidiness, and bulletin board displays.
  - Provide general assistance during class time as requested by the teacher.
  - Maintain confidentiality regarding students and classroom matters.
  - Adhere to all school/organizational policies and procedures, including safety protocols.
  - *Optional:* Accompany the class on field trips (if requirements met).
- **Qualifications/Skills:**
  - Willingness to help with a variety of tasks.
  - Flexibility and adaptability.
  - Patience and a positive attitude towards children/students.
  - Ability to follow directions from the teacher.
  - Good communication skills.
  - Reliability and punctuality.
  - Willingness to undergo any required background checks.
  - Interest in education or working with children is beneficial.
- **Training & Support:**
  - Orientation session covering school/organizational policies, volunteer expectations, and safety procedures.
  - Specific instructions and ongoing guidance provided by the assigned classroom teacher.
  - Support available from the Volunteer Coordinator (if applicable).
- **Benefits:** Directly support teachers and contribute to a positive classroom environment; gain firsthand experience in an educational setting; interact meaningfully with students; become an active part of the school community.