



Job Title: CDC Volunteer

Department: Easter Seals Oklahoma Child Development Center

Supervisor: Child Development Director

Position Status: Volunteer

OBJECTIVES OF THE JOB: The CDC Volunteer will assist and support the classroom teacher and therapy staff in program implementation and the day-to-day care and supervision of children. Assist with planning and implementing activities that promote the social, physical, and intellectual growth of children. Responsible for the care, hygiene, learning, and developmental activities, specialized programs, and redirection of children. Maintains classroom records, cleanliness, and orderliness.

DUTIES AND RESPONSIBILITIES:

1. Have excellent communication and interpersonal skills, be able to work well on a team, be flexible, and have a sense of humor. The ability to problem-solve and work collaboratively with teachers, administrators, and families is essential
2. Assist in the planning and implementation of daily classroom activities
3. Assist with developing and implementing developmentally appropriate lesson plans
4. Assist with organizing the learning environment, setting up learning centers and preparing needed materials and supplies
5. Perform general classroom housekeeping duties, including: preparing snacks, feeding children, pottying and diapering children, and general clean up, etc.
6. Work within a multi-disciplinary framework with therapists, teachers and support staff to ensure an effective instructional and therapeutic program
7. Assist with planning classroom program activities in accordance with the philosophies and policies of the Center and best practices
8. Assist with planning for and use instructional methods which motivate and enable each child to achieve learning objectives
9. Assist with developing and implementing developmentally appropriate curriculum/weekly lesson plans meeting the emotional, physical, intellectual, and social needs of the individual children in the group.
10. Assist with maintaining record of academic, social, and personal growth using a report card system based on the Creative Curriculum.
11. Ensure that each child and parent is treated with dignity and respect

12. Participate in the Intergenerational Program
13. Encourage parental involvement
14. Respect individual differences of neuro-typical and children with disabilities
15. Assist with completing and maintaining all other required documentation and records
16. Assist in maintaining a clean and organized room
17. Ensure a safe environment in the classroom with primary importance on the safety and well-being of each child
18. Become knowledgeable about the individual daily needs and well-being of each child in the classroom
19. Accepts constructive feedback and works towards improving skills
20. Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.
21. Follow all DHS Regulations
22. Performs any other tasks deemed necessary by the center director

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, the volunteer is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The volunteer must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work is both indoors and in an outdoor environment particularly on the playground.
- Volunteers will be exposed to frequent noise caused by office conversation, telephones and office machines and by a child care environment.

I acknowledge receipt and understanding of this job description. I verify that I am capable of and willing to fulfill all essential functions of this position. I understand that the job requirements may vary. I am willing to be flexible and willing to do various jobs that are not listed, as the need arises.

Signature of Volunteer_____ Date_____

Signature of Director_____ Date_____

Signature of President/CEO_____ Date_____