



APPLETON AREA SCHOOL DISTRICT
21ST CENTURY COMMUNITY LEARNING CENTERS
VOLUNTEER JOB DESCRIPTION

REPORTS TO: Site Coordinator

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LOCATION: Badger, Columbus, Foster, Highlands, Horizons, Jefferson, Johnston, Lincoln, or McKinley Elementary and Roosevelt or Wilson Middle Schools

OBJECTIVE: Assist the Site Coordinator and staff in providing a safe and positive learning environment.

QUALIFICATIONS:

- Be at least 15 years of age or older (age exceptions made on a case-by-case basis)
- Display enthusiasm and creativity
- Be a positive role model for children
- Accept and act on constructive criticism, re-direction, and suggestion from the program supervisor
- Maintain a healthy appearance

VOLUNTEER RESPONSIBILITIES:

- Become familiar with program policies
- Ensure the guidance and safety of all children in your care
- Maintain an attitude of respect, competence, courtesy and dignity
- Function as a team member
- Establish good rapport with parents and other family members
- Respect confidentiality of family/staff communication heard while on duty
- Be punctual and reliable in fulfilling assignments and maintaining communication with the Site Coordinator in cases of absence
- Attend relevant orientation and/or training sessions

- Offer program ideas and be willing to request greater responsibility when appropriate