



110 NE 4th St.
Hermiston, OR 97838
(541) 564-6878

Volunteer Teacher Assistant

Summary: The Volunteer Teacher Assistant will perform a variety of tasks depending on classroom needs in our Head Start and Early Head Start classrooms. Responsibilities will include assisting teachers, teacher assistants, and children as directed. This position helps to extend the resources of UMCHS to better fulfill the needs of the families we serve.

Essential Duties and Responsibilities

- Listen and talk with children
- *Comfort injured or sad children*
- *Assist children with mealtime duties*
- *Play or read with children as directed*
- *Other duties as assigned*

Requirements

- *Should enjoy working with children*
- *Must present a professional appearance and a friendly manner*
- *Must be dependable and punctual*
- *Be courteous and personable when dealing with our clients*
- *Respect and maintain confidentiality of all UMCHS clients, volunteers, partners, and donors*
- *Bilingual candidates encouraged to apply*

Training & Supervision

- *Attends general volunteer orientation*
- *Completes Center orientation which includes training on the following items:*
 - o *Classroom procedures*
 - o *Emergency procedures*
 - o *Center policies*
- *Training and supervision conducted by: Teaching Staff*

Time Commitment

- Variable hours per week

Benefits

- *Knowledge that you are working as a vital member of the team to ensure that our services are available to every family that needs them*
- Excellent work experience
- Outstanding learning opportunities
- *Free refreshments!*