



LEADERS OF TOMORROW YOUTH CENTER

Position Title: Parent Volunteer

Position Summary: The primary goal of a parent volunteer is to work with instructors during in school and after school programs at Leaders of Tomorrow Youth Center (LTYC). The parent volunteer will help to manage students and support the instructor in and out of the classroom.

Job Responsibilities:

- Assist with programs, events and activities organized by the school or classroom instructor to support student success
- Work cooperatively as a reliable team member to complete volunteer assignments
- Maintain strict confidentiality regarding the privacy of student records, students and school personnel
- Help students who need remedial work and missed assignments
- Provide editing help with writing assignments
- Participate in group activities and chaperone field trips
- Give presentations to class (safety lessons, dental care lessons from dentist, CPR/first aid)
- Assist in planning parties or other special classroom events

Responsible to: Director of Programs and Partnerships

Time Commitment: One day per week (Monday to Friday) for up to six hours (9 a.m.-12 p.m. and 1-4 p.m.), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry; Pleasant manner, patience, problem-solving ability and dependability.