

Job Roles and Responsibilities
General Assistant for Children and Youth Program

Identity Information	
Volunteer Position	General Assistant
Lead Title	
Hours & Time Required	2 hours per month
Frequency of work/meetings	1 Sunday morning per month
Complement - Total # of volunteers needed	8 hours per month divided by 4 assistants
Primary Purpose (brief 2 or 3 sentence on the job description) The General Assistant provides overall support to the Sunday morning Children and Youth Program. A willingness to pitch in and help whenever, wherever, and whatever is needed is crucial to this position.	
Duties and Responsibilities	
	% of Time
Arrive early and set up bins and signs	
Greet and welcome families	
Get paperwork for all new families	
Help kids transition to class	
Check on classes throughout teaching	
Minimum Education & Experience/Skill/Abilities Awareness of center and children and youth program and how things work to answer questions for new families.	

10:25 arrival to Kadampa Center:

- Wear your nametag
- Introduce yourself to greeters so that they can direct new/visiting families to you
- Pull out wicker shoe bins & direct K – 4th graders to place shoes in them
- Arrange bookstore tables and put out “Reserved” signs on library and bookstore tables
- Greet and welcome families and be available to answer questions
- Have new families fill out and return purple information/contact sheet to Children’s Program mailbox
- Stay in lobby to greet any latecomers

~10:50 dismissal from the gompa:

- Assist in helping the children transition to their class: inform new/visiting parents where their child’s class is located, help with shoes, direct children to their appropriate class, etc.
- Try to introduce new parents to their child’s teacher and make a connection with them; this will be especially important if you ever need to find a child’s parent during class for any reason

Beginning of class:

- Turn speakers off in bookstore area and library area when teens are meeting there

- Do a quick walk-through of all classes to assure class coverage of teachers and assistants and to do an initial check-in to make sure there aren't any problems
- If a class is not fully staffed, plan to stay to assist the teacher

During class:

- Have cell phone on in case the teachers in the Education Building need anything
- Remain in the lobby area of the main building to be "on call" should the Nursery/Preschool room and/or the 5th-8th grade class (in lobby/bookstore) need assistance.
- Throughout program duration, check in on the Preschool Class. Some tasks may include:
 - Holding/walking around with a baby
 - Taking older children (3-4's) outside for supervised playtime
 - Bathroom breaks
 - Fill-in while teacher changes a diaper
- In general, be available to all areas to provide assistance with bathroom breaks, behavior difficulties, classroom management, any other needs, etc.
- Be available to handle emergency and/or difficult situations or, should the need arise, to find a child's parent in the gompa

Towards the end of class, ~12:00:

- Once parents dismiss from the teachings, be available again to answer questions, provide or collect forms/handouts, assist parents in locating their child's classroom, etc.
- Make sure "Reserved" signs get put back