

Job Roles and Responsibilities
Preschool Volunteer for Children and Youth Program

Identity Information	
Volunteer Position	Preschool Volunteer (two roles defined below)
Lead Title	
Hours & Time Required	2 – 4 hours per month
Frequency of work/meetings	1 or 2 Sunday mornings per month plus 1 or 2 meetings per year
Complement - Total # of volunteers needed	16 hours divided by 6 to 8 volunteers
<p>Primary Purpose Keep preschool age kids safe and happy while parents attend the dharma teaching in the gompa. Location – preschool room in the main building.</p> <p>All parents who have kids in the preschool room and who are not teaching another class are encouraged to volunteer. It is a great place to form friendships, and we typically do not have non-parents volunteer for the preschool room.</p>	
Duties and Responsibilities	
	% of Time
Teacher 1 – Select book and/or activity (at home), set up classroom, check in kids, supervise free play, direct clean up, lead thanks for snack, read story, guide dharma, music, or art activity, talk to parents during pickup	
Teacher 2 – Prepare fresh snack (at home), watch door during check-in, supervise free play, direct clean up, check allergies and pass out snack, pick up toys during story, guide dharma, music, or art activity, watch door during pickup	
<p>Minimum Education & Experience/Skill/Abilities</p> <p>Same as the teacher:</p> <ul style="list-style-type: none"> • Sincerely motivated from the heart to be of benefit to students • Committed to following a correct path, which includes the practice of ethics, patience, generosity, and respect for others • Approachable, good listener, effective communicator • Reliable <p>(taken from <i>Tips for Nurturing Spiritual Development in Children: A Teacher's Guide</i> compiled and developed by Sandy Smith, published by FPMT)</p>	

Why have Teacher 1 and Teacher 2?

It's always great to work as a team, and any time that works, please collaborate. However, volunteers are always changing, and we try to schedule one volunteer who is comfortable with the flow of the class, talking to parents, and who knows the kids who attend regularly. (Teacher 1)

Several volunteers have requested specific direction so that they know how to be most useful, so these roles provide information about what the typical flow is and suggestions for helping. (Teacher 2)

Do we have to follow the "schedule?"

Nope. Do what works. The vibe of the class varies greatly depending on the ages, comfort level, and temperament of the kids on any given day.

How old must kids be to have snack?

- Always err on the side of not providing snacks to kids who may not be ready.
- Always avoid products that include nuts or shellfish because they can be dangerous.
- From 7 to 11 months, babies can usually eat soft foods such as puffs or soft cereal.
- Before 1 year, avoid foods that may not have been introduced such as acidic foods and honey.
- Avoid choking hazards - whole grapes, popcorn, chunks of cheese, and raw, firm veggies such as apples and carrots. (Many of us feed these to our preschoolers, but it's best to avoid in an environment where kids may share their food with little ones or may not have experience with the food.)

How do we handle bathroom breaks and dirty diapers?

When a child needs to use the restroom, a female volunteer takes the child to one of the stalls in the women's room.

The volunteer makes sure the child has what he or she needs, such as a stool or potty seat. Volunteers do not assist children in using the bathroom.

Volunteers do not change diapers.

Volunteers will retrieve parents for dirty diapers and/or bathroom assistance.

Teacher 1	Teacher 2
Before class – Decide what book to read. Choose any book with a positive message. (Do this at 10:25 if you don't have time at home.)	Before class (optional) – Prepare a fresh snack to bring such as fruit. A little goes a long way in this class
PREP TIME (10:25 until ~10:40)	
Set up classroom <ul style="list-style-type: none">• Put an activity on the table for 3-4 year olds such as a puzzle or coloring (optional)• If families enter, make introductions, answer questions, find out if their child is on the roll sheet, etc.	Check in <ul style="list-style-type: none">• Say "hi" to the General Assistant so that we know the volunteers are here and ready to go• Get a pitcher of water for snack time (do later, if necessary)• Join families in the gompa
KIDS ENTER AND TRANSITION TO PRESCHOOL ROOM (~10:40)	
Check in kids <ul style="list-style-type: none">• Use clip board to check attendance sheet (verify allergy info)• Write child's name on nametag (add a star for allergies)	Door and parent info <ul style="list-style-type: none">• Watch door for exiting children, hold babies• If necessary, kindly ask parents to stay a minute for the check-in process

FREE PLAY (20 to 30 minutes)	
<ul style="list-style-type: none"> • Keep an eye on table activities • Help new or unsure kids get adjusted - bubbles often make for lots of smiles! 	
CLEAN UP (between 11:00 and 11:10)	
<ul style="list-style-type: none"> • Encourage kids who are old enough to put toys away. If you know a clean-up song, have fun with it! 	
SNACK AND STORY	
<ul style="list-style-type: none"> • Practice thanks <ul style="list-style-type: none"> ○ Talk about where food came from ○ Say "OM AH HUM" • Read story <ul style="list-style-type: none"> ○ Ask questions about characters, feelings, possible outcomes 	<ul style="list-style-type: none"> • Pass out snacks and water and refill as necessary • Finish picking up toys so that there is an open space on the floor
ACTIVITIES (may start between 11:20 and 11:40) - either teacher can lead any activity	
<p>Guide kids offering coins for the merit box</p> <ul style="list-style-type: none"> • The purpose is make a visual connection to our teachers • Show kids Shakyamuni Buddha, Lama Tsongkhapa, Lama Yeshe, Lama Zopa Rinpoche (photos depend on the box) • Hand out coins one at a time • Ask kids to make a gift from their heart or say some simple like "I wish happiness for all beings" <p>Guide kids making light offerings</p> <ul style="list-style-type: none"> • Hand out "candles" one at a time • Ask kids to say thank you to teachers for teaching us and say OM AH HUM and place candles next to teacher's photo <p>Guide kids in making prostrations</p> <ul style="list-style-type: none"> • Details on question page 	<p>Art</p> <ul style="list-style-type: none"> • Stickers, coloring, painting with water <p>Music on Classroom CD</p> <ul style="list-style-type: none"> • Includes songs with movements, fun songs, and mantras • Play non-competitive musical chairs where each kid has a chair and when the music stops they sit, but no chairs are taken away • Dance! <p>Songs to sing</p> <ul style="list-style-type: none"> • Head, shoulders, knees, and toes • Twinkle, twinkle, little star <p>Games</p> <ul style="list-style-type: none"> • Duck, duck, goose • Ring around the rosies <p>Free Play</p> <ul style="list-style-type: none"> • Whatever works!
TRANSITION TIME (about 12:00)	
<ul style="list-style-type: none"> • Talk to parents about what a wonderful morning their child had 	<ul style="list-style-type: none"> • Stay by door to watch for exiting children