

Job Roles and Responsibilities
School Age Assistant for Children and Youth Program

Identity Information	
Volunteer Position	School Age Assistant
Lead Title	
Hours & Time Required	2 - 4 hours per month
Frequency of work/meetings	1 to 2 Sunday mornings per month and 1 or 2 meetings per year
Complement - Total # of volunteers needed	16 hours per month divided by 4 - 6 teachers
Primary Purpose (brief 2 or 3 sentence on the job description) Help with classroom management. Be present to avoid safety and liability issues.	
Duties and Responsibilities	
	% of Time
General support/reinforcement of what is being taught	
Help keep kids on track	
If there is major disruption happening, go to the gompa to get the child's parent (bring a third adult into the room first, if necessary)	
Help set up the a project or snack while the teacher is teaching or take over for a few minutes and ask some questions while the teacher sets up the next activity	
Help keep kids seated or occupied as parents are picking up their children	
Help clean up after class	
Minimum Education & Experience/Skill/Abilities	
Same as the teacher:	
<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 	
(taken from <i>Tips for Nurturing Spiritual Development in Children: A Teacher's Guide</i> compiled and developed by Sandy Smith, published by FPMT)	