



## **PRESCHOOL CLASSROOM ASSISTANT (NEW HOLLY) VOLUNTEER POSITION DESCRIPTION**

### **BACKGROUND**

Every day, Neighborhood House builds community and increases access to housing, health, education, and economic opportunities for low-income, immigrants and refugees across Seattle and King County. Since 1906, Neighborhood House has advanced our mission to partner with individuals and families to build community and increase access to housing, health, education, and economic opportunity. Our programs focus on early childhood education, youth development, employment and adult education, housing assistance, community health, and aging and disability services throughout King County, WA.

### **PROGRAM SCOPE**

Neighborhood House helps diverse communities of people with limited resources attain their goals for self-sufficiency, financial independence health and community building. At Neighborhood House, we have a deep commitment to valuing our employees', volunteers', and clients' diverse experiences and backgrounds, which guide our work for a more equitable future.

Neighborhood House is committed to providing quality early childhood education services to preschool children at several locations throughout King County.

### **RESPONSIBILITIES**

- Assist in creating a safe learning environment reflecting the diverse backgrounds of the participating families
- Provide general assistance to Lead Teacher by working with small groups or individual children needing extra help
- Assist the teaching aide in ensuring classroom preparation and cleanliness
- Participate in leading activities and supervising the class
- Other duties as assigned

### **QUALIFICATIONS**

- Desire and ability to work with children ages 3 – 5.
- Willingness to commit to students and Lead Teacher. This involves consistency in showing up for scheduled classroom sessions.
- Team player who is resourceful, proactive, and comfortable working with diverse populations.
- Good listening and oral/written communication skills and a non-judgmental, positive, problem-solving attitude.
- Must provide proof of a negative TB screening dated within the past calendar year.

### **TIMEFRAME**

Monday – Thursday

- 9a – 12p
- 12p – 4p

Friday

- 12:30p – 4:30p

Volunteers must be able to commit to a consistent, weekly shift within the timeframes listed above.

### **LOCATION**

New Holly Early Childhood Center  
7054 32<sup>nd</sup> Ave S  
Suite 107  
Seattle, WA 98118

### **APPLYING**

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Muna Ali Volunteer Engagement Manager, at (206) 670-6807 or [Nhvolunteers@nhwa.org](mailto:Nhvolunteers@nhwa.org).

**Vaccine Requirement**

All Neighborhood House employees and volunteers must be fully vaccinated (and submit completed documentation) from COVID-19 by October 18, 2021. New Employees must meet this requirement, prior to their start of employment, effective immediately. Please see this [FAQ document](#) for more guidance on the new vaccine mandate.