



## Volunteer Position Description

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Job Title: SPARK After School Program Assistant

Persons Served	<ul style="list-style-type: none"> <li>Youth ages 7 to 12</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>To provide support to youth workers by assisting in youth supervision</li> </ul>
Outcomes	<p>Youth will:</p> <ul style="list-style-type: none"> <li>Participate in recreational and educational activities</li> <li></li> </ul>
Activities & Tasks	<ul style="list-style-type: none"> <li>Support youth workers at snack time, clean up, recreation, homework help, and other learning activities</li> <li>Clean up at end of day</li> </ul>
Outline of Responsibilities	<ul style="list-style-type: none"> <li>Responsible for ensuring a clean, safe environment for the participants</li> <li>Report any disobedience or misbehavior to the youth workers</li> <li>Assist with all activities (set-up/take down)</li> <li>Assist with monthly community dinners</li> </ul>
Schedule & Commitment	<ul style="list-style-type: none"> <li>Tuesdays, Wednesdays &amp; Thursdays 2:45 pm – 5:30 pm</li> <li>Commitment flexible</li> </ul>
Boundaries & Limitations	<ul style="list-style-type: none"> <li>Direct any parent concerns or needs to SPARK staff</li> <li>Direct any concerns with youth's safety or behavior to staff</li> <li>Follow directions of the staff regarding interaction with youth and volunteer role in the program</li> </ul>

Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> <li>• Previous experience with elementary school aged children</li> <li>• Experience working with diverse cultural groups an asset</li> <li>• First Aid and CPR an asset</li> </ul>
Personal Traits and Qualities Needed	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Enthusiasm and ability to take initiative</li> <li>• Ability to work as part of a closely knit team</li> </ul>
Orientation & Training Available	<ul style="list-style-type: none"> <li>• Training with SPARK Program Leader</li> <li>• Guidelines, Policies and Procedures to be reviewed</li> </ul>
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> <li>• Supervision provided by Program Leader and Department Coordinator</li> <li>• Evaluation by Program Leader as per SECC Volunteer Coordinator</li> <li>•</li> </ul>
Mandatory Activities	<ul style="list-style-type: none"> <li>• Ensuring a clean, safe environment for the participants</li> <li>• Report any disobedience or misbehavior to the youth workers</li> <li>• Assist with all activities (set-up/take down)</li> <li>• Encourage positive behavior</li> </ul>
Setting & Location	<ul style="list-style-type: none"> <li>• Leamington United Mennonite Church &amp; field trip locations</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>• Experience working in an educational and recreational setting with elementary school aged children</li> <li>• Experience working as part of a team</li> <li>• Preparation for further training or employment</li> </ul>
Screening Measures	<ul style="list-style-type: none"> <li>• Volunteer application</li> <li>• Parental Consent if under the age of 16.</li> <li>• Orientation</li> <li>• Interview</li> <li>• Police records check or Declaration of Investigation a d/or Conviction</li> <li>• Reference check</li> <li>• Supervision, monitoring &amp; evaluations</li> </ul>