



Ramsey County Community Human Services - Volunteer Services Unit
160 East Kellogg Boulevard, Room 9800
St. Paul, Minnesota 55101-1494
Telephone: (651) 266-4090 Fax: (651) 266-4439

VOLUNTEER SERVICE DESCRIPTION

Nursery Assistant

Purpose:

To supplement nursery staff in providing supervised activities and care for the children of Ramsey County Community Human Services Department clients whom must wait while parents complete interviews or counseling sessions with department staff.

Duties/Responsibilities:

1. To select suitable activities and facilitate play.
2. To assist in keeping the nursery neat.
3. To observe and supervise children's behavior.
4. To follow safety rules and behavior guidelines established by the Children's Home Society and Ramsey County Community Human Services.

Qualifications:

1. Must be at least 16 years of age.
2. Ability to work with diverse populations.
3. Ability to relate to children.
4. Must be sensitive and responsive to the needs of clients and their children.
5. Must be able to follow verbal instructions.
6. Must be courteous and patient.
7. Must be dependable and punctual.
8. Must be able to maintain confidentiality.
9. The ability to speak a second language is desirable.
10. Must complete supplemental training with nursery staff.

Time Commitment:

The minimal commitment for the Drop-In Nursery Assistant is a 3-month term in the position. The nursery is open Monday through Friday. Shifts are scheduled for either a full or half-day. Full day shift is from 8:00a.m.to 4:00 p.m., and a half-day shift is from 8:00a.m. to 12:00p.m., or 1:00p.m. to 4:00p.m.

Location:

The Drop-In Nursery is located on the fourth floor of the Ramsey County Government Center East Building.

Supervisory Plan:

Drop-In Nursery Volunteers are under the direct supervision of the nursery staff. The Volunteer Services Coordinator, in cooperation with nursery staff will provide orientation to Ramsey County Community Human Services and training specific to the requirements of the nursery.

Benefits:

- Opportunity to make a contribution and make a positive impact on the services provided to the citizens of Ramsey County.
- Sense of accomplishment and personal satisfaction.
- Orientation and training.
- Reimbursement for mileage.
- Reimbursement for bus fare **or** parking expense.
- Meal allowance for shifts greater than 6 hours.
- Eligible to receive, upon request, 2 complimentary tickets (per month) to the Omni Theater at the Science Museum of Minnesota for the 6:00 p.m. show on the last Thursday of the month.