



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

Child Care Assistant

Purpose:

To supplement RCCHS staff in providing supervision and care for the children of RCCHS clients whom must wait while parents attend support groups or group counseling sessions with department staff.

Duties/Responsibilities:

1. To select suitable activities and facilitate play.
2. To assist in keeping the child care area neat.
3. To observe and supervise children's behavior.
4. To follow safety rules and behavior guidelines established by Ramsey County Community Human Services.
5. To maintain appropriate boundaries.
6. To maintain confidentiality.

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. Ability to clearly communicate with both the client(s) and staff.
6. Possess a basic understanding of client/volunteer/staff boundaries.
7. Must be able to follow verbal instructions.
8. Must be courteous and patient.
9. Must be dependable and punctual.
10. Must be able to maintain confidentiality.

11. The ability to speak a second language is desirable.

Time Commitment:

The minimal commitment for the Child Care Assistant is a 3-month term in the position.

Volunteers make a commitment of 1 shift per week. Shifts are available Mondays from 11:00 to 2:30 and Thursdays from 1:00 to 2:30.

Location:

The Child Care Assistant volunteers are placed with the Mother's First program, which is located on the first floor of the Bigelow Building at 450 North Syndicate in St. Paul.

Supervisory Plan:

Child Care Assistant volunteers are under the direct supervision of his/her assigned staff person with additional support and guidance provided by the Volunteer Services Coordinator. The Volunteer Services Coordinator, in cooperation with other agency staff, will provide general orientation and position specific training.

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.
- 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.