

Innovative Services NW  
Job Opening  
Classroom Volunteer



We are a 56-year-old non-profit that values our employees. We have a variety of programs including Early Learning, Pediatric Therapy and Employment Services. Innovative Services NW serves more than 1,600 adults, children, and families, many on a daily or weekly basis here in Clark County, Washington!

**JOB SUMMARY:** Volunteers provide additional support to the Early Learning classrooms while learning more about the Early Learning field. Many assigned tasks will involve cleaning and housekeeping as well as providing care for children under direct supervision of other staff.

**DUTIES:**

- Help keep classroom looking neat and professional
- Do laundry as needed
- Sanitize toys in the classrooms
- Clean up of outdoor area
- Help meet the physical needs of each child
- Interact with children and extend learning experiences
- Support social/emotional development in a self-esteem building environment
- Model appropriate behavior and use positive guidance techniques
- Implementation of age appropriate activities and lesson plans with delegation from the classroom staff
- Maintain licensing requirements and report all safety hazards to Early Learning staff
- Transfer to other classrooms as needed
- Mandated CPS Reporter
- Other duties as assigned

**QUALIFICATIONS:**

- At least 16 years of age
- Currently enrolled in High School/GED program if not yet completed
- Experience working with children
- Ability to communicate with staff
- CPR and First Aid certifications preferred
- HIV education
- Negative TB test
- Food Handler's card preferred
- Blood Borne Pathogen training
- Ability to lift 30 pounds or more

**WORK FLEXIBILITY:**

- W This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job (or position) description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. Job duties may change from

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time to time based on our business needs. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; bend, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.
- **Work environment:** The noise level is moderate to loud. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

**TO APPLY:**

Please head to our website and fill out the quick online application at:  
<http://www.innovativeservicesnw.org/about-us/careers>

**AN EQUAL OPPORTUNITY EMPLOYER**