

Volunteer Job Description

Position: “Discovery Saturday” Program Assistant

Department: Education

Supervisor: Pat Purnell, Education Associate

Time commitment required:

- One 3-hour shift per month for a minimum of 3 months [start in June]
- Choose from two Saturdays a month
- Actual program is 2 hours, 2:00 – 4:00 pm

Training provided/required:

Arrive 30 minutes early to help set up and to get training on that month’s topic & activities.

Overview:

The Discovery Saturday program is a drop-in program targeted to kids 1st – 6th grades, with an adult caretaker. (Older kids and adults only are also known to participate, and are welcome). The theme changes monthly. Several hands-on activity stations related to the theme are set up, with the intent that the adult caretaker will participate with their child at the activity stations.

The Volunteer Program Assistant helps Pat facilitate the program activities, and also with the clean up after the program is done. The Program Assistant, as needed, introduces the activities to adult/child participants as they enter the room.

Skills/Abilities Needed:

- Enjoys interacting and conversing with elementary-aged kids and adults
- Positive, upbeat, and friendly demeanor
- Enjoys teaching and helping kids to have “oh wow” moments
- The ability and willingness to become familiar with the educational concepts inherent in the activity stations, as well as the “how-to” of the activities
- Ability to physically and quickly move from station to station and between parent/child pairs
- Ability to “read the room” and to take the initiative to approach and engage with the participants as they implement the activities
- Ability to notice and to take the initiative to “jump in” and help where and when needed
- Gross motor skills: standing, walking, lifting
- Fine motor manual dexterity is also utilized

