



# Agape Community Center

378-18<sup>th</sup> Avenue, San Francisco, CA 94121 Phone: 415-387-7204 Fax: 415-751-6389

Website: [www.accsf.org](http://www.accsf.org) Email: [accsf@ggcr.org](mailto:accsf@ggcr.org)

## ***Position: AM Volunteer - Classroom***

### Position Summary:

- Responsible for assisting teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment.

### Responsibilities:

- Assist teacher to reinforce instructions provided to students whether in an individual or small group setting.
- Assist teacher to facilitate activities for all students in and outside classrooms.
- Assist teacher to establish order, whether it is in the classroom, playground or on school-related field trips.
- Assist in monitoring students' behavior and addressing inappropriate conduct.
- Accompany and supervise students during bathroom breaks, class recess and other activities.
- Observe students for signs of illness, injury, emotional disturbance, or other special needs. Report observations immediately to the teacher for follow up.
- Perform clerical tasks such as keeping student records, taking attendance, making copies of lesson materials and other instructional paperwork, checking/grading tests and homework, distributing classroom related materials, setting up bulletin boards, etc.
- Perform housekeeping tasks in the classroom: cleaning whiteboard, picking up trash, cleaning tabletops and other items used by students, etc.
- Assist in supervising students during all mealtimes.
- Assist the teacher in safeguarding all classroom supplies and equipment.
- Report accidents and or concerns to teacher.
- Attend weekly meetings as required.
- Be available and prepare students for Open House.



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## ***Position: PM Volunteers (Classroom, Snack Time, Front Desk, Clean/setup)***

### Position Summary:

- Responsible for assisting teachers in implementing lessons to create favorable learning experiences.

### Responsibilities:

- Assist teacher to reinforce instructions provided to students whether in an individual or small group setting.
- Assist teacher to facilitate activities for all students in and outside of classroom.
- Assist teacher and help prepare snack during snack time.
- Escort students to assigned activities or restrooms.
- Keep classroom and lobby clean and tidy.
- Perform housekeeping tasks - vacuuming, wiping tables, picking up trash, etc.
- Assist in resuming all classrooms to church set up on Fridays.
- Report accidents and or concerns to teacher.
- Be available to assist as assigned during Open House.
- Attend weekly meetings as required.