

Children's Group Assistant/Volunteer Volunteer Position Description

Appointment Term: **Weekly for one-year minimum commitment**

Primary Function -- Describes the overall purpose of the position, why the position exists and its importance within the organizational partnership

The Children's Group Assistant/Volunteer is responsible to help the children's group lead to provide an ongoing organized group for children while their parents participate in the concurrent support group(s). This position is responsible to help the group leader ensure that the group meets and maintains the partnership standards of quality.

Duties -- Essential functions

1.	Provide a safe, supportive environment for children that helps teach and model conflict resolution and healthy problem-solving techniques	4.	Meet regularly with the group leader, parent representative, and parent group facilitator for networking, problem solving, and/or ongoing support
2.	Help the group leader plan, organize, and implement age appropriate curriculum and/or activities	5.	Participate in training and technical assistance sessions, as requested and available. Assist the group leader to maintain accurate participant data tools and submit statistical information to MN Circle of Parents on a regular basis
3.	Assist the group leader to coordinate and purchase snacks/supplies	6.	Knowledge and understanding cultural issues, diversity, and/or the importance of local customs and practices

Skills -- Additional relevant skill-sets

1.	Knowledge and understanding of infant, child, and youth development, and brain development	3.	Knowledge and understanding of protective & risk factors, hosting community Café style sessions, and maintaining consistent participation of events, activities, and groups
2.	Flexibility with time requirements, and physical ability to lift and play on the same level with babies, toddlers, and young children	4.	Knowledge and understanding signs of child abuse and procedures of reporting possible maltreatment

Preference may be given to those individuals with education and/or experience working with young children in a day care or pre-school type settings, and supervisory experience. Preference may also be given to individuals with education and/or experience in the ACE Study, brain development/science, creating awareness, education, support and leadership and applying those practices to help strengthen local communities.

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