

VOLUNTEER POSITION POSTING FOR WEBSITE

Bethlehem Center

Open Date: As Needed, During the School Year

VOLUNTEER POSITION TITLE: Program Support Volunteer	DEPARTMENT & PROGRAM AREA: Read to Lead	REPORTS TO: Education Program Manager
<u>BETHLEHEM CENTER MISSION</u> Inspired by the gospel, we build lasting relationships with Chattanooga's youth and families by encouraging spiritual growth, education, and leadership development.		
SUMMARY OF VOLUNTEER ROLE: The Program Support Volunteer plays a crucial role in ensuring the afterschool program runs smoothly by assisting with various preparation tasks. This volunteer will help prep activities for teachers, make copies, clean and organize student water bottles, prepare classrooms, and assist with general cleaning and organization of program spaces. Additionally, the volunteer will help with organizing closets, going through books, and performing any other tasks that contribute to setting up the program for success. This position is ideal for someone who enjoys behind-the-scenes work and wants to support the overall operation of the afterschool program. ROLE RESPONSIBILITIES: • Prep activity materials and supplies for teachers based on the needs of the program at that time, ensuring they are ready for daily lessons and activities. • Make copies of worksheets, handouts, or other materials as needed, depending on the current requirements of the program. • Clean and organize student water bottles, ensuring they are ready for use at the start of each session, based on program needs. • Assist in preparing classrooms by setting up furniture, organizing supplies, and ensuring a tidy and welcoming learning environment, as needed. • Support general organization tasks, such as cleaning classrooms, organizing closets, and going through books or supplies, based on the priorities of the program at the time. DESIRED SKILLS OR EXPERIENCE: • Strong organizational skills and the ability to manage various tasks efficiently. • Attention to detail, ensuring that all materials and spaces are properly prepared and maintained. • Flexibility and a willingness to adapt to the changing needs of the program throughout the day. EXPECTATIONS: • Arrive on time and be ready to assist with the various preparation tasks throughout the afterschool program. • Follow instructions from the afterschool staff and be proactive in identifying tasks that need attention. • Maintain a positive, flexible attitude and adapt to the dynamic needs of the program. • Contribute to creating a clean, organized, and welcoming environment for both students and staff. SCHEDULE: • Flexible schedule / Mondays through Thursdays before 3:00pm. • Schedule and tasks to be determined by the Education Program Manager. Reach out to cbland@thebeth.org for more information. <u>Interested in this Volunteer Role? Click Here!</u>		