

# **Saint Ambrose of Woodbury Early Childhood Education Center Classroom Assistant**

## **DESCRIPTION OF MINISTRY:**

Assisting teachers with classrooms tasks such as making copies, cutting / tracing projects, classroom help, etc. Helping with office tasks such as making copies, compiling mailings, marketing ideas, center wide activities / events, etc.

## **COMMITMENT:**

--**Meetings/Activity Commitment**: The time commitment would vary depending on the needs of the individual classrooms and center activities. Some classroom activities can be completed at home such as cutting or tracing things. Other commitments would take anywhere from 1 hour to possibly 3 hours depending on the activity or event.

--**Commitment Length**: Typically, the commitment would be for a year. We are busier during the 9-month school year, but there would be opportunities available during the summer months as well.

## **REQUIREMENTS FOR THIS MINISTRY:**

--**Training**: We would need to train volunteers on the use of the copier and folding machines as well as the postage meter for weighing different mailings. If volunteers are working with the children in the classrooms, then background checks and Virtus Training would also have to be completed PRIOR to volunteering in the any of the classrooms.

--**Skills**: Needs to be comfortable around small children, including infants. Needs to be organized, somewhat self-directed, and able to follow through on assigned tasks.

## **CONTACT PERSON:**

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