



## Early Childhood Volunteer (Un-paid)

**Position Title:** Early Childhood Volunteer

**Date prepared:** 2/19/2015

**Prepared by:** Early Childhood Coordinator

### VOLUNTEER POSITION SUMMARY

The California Academy of Sciences Early Childhood Volunteer is a support position with a minimum term of three months. Under the direction of the Early Childhood Coordinator, the volunteer will assist in the day to day operations of our Early Childhood Department. This position is an opportunity to gain a wide variety of knowledge in informal science education and early childhood development. The volunteer's responsibilities will include presenting age-appropriate science activities. An example would be helping children match skeleton models to the corresponding animals.

### TIME ALLOCATION

- 2-4 hours per day with a flexible schedule, Sunday through Saturday.
- Minimum 1 day a week, up to 4 days a week

### VOLUNTEER PROJECT DURATION

- Minimum 6 months

### VOLUNTEER PROJECTS: Early Childhood Department

- Follow all Academy safety regulations
- Assist in the presentation of informal science education activities for children ages 0 to 5
- Help children and caregivers engage in the exploration of materials
- Be trained informal science education and early childhood development

### QUALIFICATIONS

To qualify for the volunteer opportunity, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be over the age of 18
- Requires minimum of 1 year of completed undergraduate study at accredited college or university
- Academic or work background in science or child and adolescent development
- Must be self-motivated with ability to work autonomously and as member of a team.
- Must have a desire to work with children and their caregivers.
- *Excellent oral and written communication, interpersonal, and organizational skills*

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure annuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.



**Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 50% of the time. Must be able to lift 25 lbs.

**Compensation/Benefits:** This is an un-paid, volunteer position. Volunteers will be responsible for their own transportation and housing. No benefits offered.

**To Apply:** Please contact Rosalind Henning at 415-379-5111 or [rhenning@calacademy.org](mailto:rhenning@calacademy.org).