

**CITY OF BOCA RATON
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: School Program Assistant

GENERAL DESCRIPTION OF WORK

Assists the Education Team conducting environmental school programs primarily for 1st, 3rd, 5th and 7th grades (public, private and home school). Classes are Monday to Friday, 10 am to 1 pm, mid-September through May. Work is performed under the general supervision of the Science Educator.

POSITION DUTIES

Assists in the preparation of lesson materials and equipment for demonstrations.
Distributes teaching materials, including papers and pencils to students.
Monitors students in the use and care of equipment and materials.
Assists students with stereoscopes in classrooms and laboratories.
Stocks teaching materials and supplies.

RELATED TASKS

The ability to use a copier, a fax, printer and scanner.

KNOWLEDGE, SKILLS AND ABILITIES

The ability to work well with children.
The ability to assist in developing, coordinating and directing varied activities.
The ability to follow verbal and/or written instructions.
Good organizational skills and the ability handle multiple tasks.
Good public speaking skills.

EDUCATION AND EXPERIENCE

18 years and older. Knowledge of lesson plans and children's program. Prior experience working with children preferred. Approval of Science Educator and Environmental Program Coordinator required.

PHYSICAL DEMANDS

Must be able to lift and carry up to 40 lbs. Must be able to tolerate exposure to extreme temperatures, noise, dust, pollen, animals, insects, plants and in dark and/or confined spaces. Must be able to walk, kneel, and stand for long periods of time, including in sand and in water.

TIME COMMITMENT

One 4-hour shift per week minimum of 6 months. Available shifts: Mon. – Fri. 9:30am-1:30pm, mid-September through May.

BENEFITS TO THE DEPARTMENT

Helps make the learning process an enlightening and an enjoyable experience to school children.

BENEFITS TO THE VOLUNTEER

The opportunity to create a better educational environment as well as gain new knowledge and skills.

Recreation Services	Gumbo Limbo	Exhibits Coordinator	
Department	Division	Supervisor	Telephone