

Class Assistant Volunteer Job Description

- Class assistants should arrive no later than 9:10 in order to assist with greeting the children, making sure their parents have their family tag, ensuring that the children are registered and have their name tag attached, and that their parents sign them in. Please be sure to sign in on the volunteer sheet and wear your name tag throughout the class so that other volunteers and parents know you are one of the helpers for that day.
- One of the assigned class assistants helping with the older K – 1 group will stay with the security volunteer until the groups split up. The doors will be closed to the Conference room at 9:25 (or soon after the priest comes to bless the children). For the opening prayers and lesson, the security volunteer will not be left alone.
- The class assistants will watch their assigned groups as the teacher is presenting the lesson, quietly helping children stay seated, focused, and interacting appropriately with other children. It is okay for an assistant to quietly sit down with the children if needed for correction and focus. Please, do not allow a child to sit in your lap or pick them up. If there is an issue, allow the teacher or coordinator to intervene to deal with the situation.
- Assist with putting name labels on the activity sheets that the children will be taking home, help with cutting, colouring, placing stickers, or with the activity the teacher is doing with the children if they require it.
- When going upstairs for the Eucharistic Liturgy, please disperse yourself among the children in the line so that there is a volunteer with every group of about 5 children both coming and going.
- Again, while upstairs in the Church, watch for inappropriate activity and quietly assist with helping the children stay focused by perhaps getting them to look for things in the Church that we may have discussed in class.
- When it comes time for receiving Communion, please find an Extraordinary Minister of the Eucharist to receive from as soon as possible. One volunteer should be prepared to go with the first child(ren). When the first child has received their blessing, walk with them so that they don't run and ensure they go in the right direction and stay with the group.
- Once the coordinator (who has stayed to make sure all the children receive their blessing) or other volunteer has given the 'thumbs up' signal that the last child has been blessed, please disperse yourself among the children to go back down to Conference Room C.

- Assist with making sure parents have signed out their child(ren), return their family tag, and remove the name tag from the child – in that order. We will know the child is safe to send with their parent once their name tag has been removed.
- Make sure the children take their activity sheet for that day, Saint of the week colouring sheet, and any other hand outs that are to be given out that day.