

Teacher Volunteer Job Description

- Arrive no later than 9:00 AM to be sure everything is prepared for the lesson/activity for that day. Ensure that the curriculum, name labels, and bible are there for the appropriate lesson. Please be sure to sign in on the volunteer form and wear a name tag throughout the class so that other volunteers and parents can identify you as a helper for that day.
- If there's time, assist with greeting families and having the children signed in.
- Prepare enough to fill approximately 25 minutes of time, with an extra activity ready to use if there is extra time.
- Help get the children ready to go upstairs to the Church for the Eucharistic Liturgy. Maybe help them understand that we are entering God's house and that they should try to be as quiet as possible, to listen to the words being said by the Priest, and to participate with appropriate postures while we are in the Sanctuary. Suggest that they look for special parts of the Mass or things in the Church that may have been discussed in class.
- Join the other adult volunteers in accompanying the children upstairs by dispersing among the children so that there is approximately one adult per every 4 or 5 children.
- If you are receiving Communion, please try to do so as quickly as possible by going to one of the Extraordinary Ministers of the Eucharist so that you can assist with accompanying the children as soon as they have received their blessing from Father.
- Once the coordinator or other volunteer has given the 'thumbs up' signal that the last child has received their blessing, accompany the children by being dispersed among them as they proceed back downstairs to Conference Room C.
- Assist with dismissing the children, ensuring they are being properly signed out, collecting family tags, removing name tags, and sending the children with the activity sheets and other hand outs from the days lesson.
- If needed, please make use of the Teachers Book of Encouragement that is in the curriculum file to write down observations, incidents, suggestions, etc. for the other teachers of that group that might assist them in helping particular children with particular issues in the future. Please keep those comments as positive as you can with the goal in mind of helping the children learn and grow.