

Melinda Webb School Volunteer Job Description

Summary: Melinda Webb School volunteers will perform a variety of tasks, such as supporting in the classroom, helping with school-wide special events, and helping with administrative tasks within the school. This position helps to support our students, teachers, events, and school administration, helping to extend the resources at Texas Hearing Institute.

Essential Duties and Responsibilities:

- Cleaning classroom toys
- Organizing and labeling materials
- Prepping classroom materials
- Setting up special events (i.e. hanging decorations, prepping activities, etc.)
- Assisting with special events (i.e. assist with games and activities)
- Tearing down special events (i.e. cleaning up decorations, food, materials, etc.)
- Filing paperwork
- Supporting in the classroom, supporting classroom teacher

Requirements:

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when interacting with students and families
- Demonstrate appropriate behavior and encourage a positive learning environment
- Responsive and willing to take initiative
- Respect and follow school policies and rules, including discipline policies, safety procedures, and student interaction guidelines
- Respect and maintain confidentiality of all Texas Hearing Institute patients, students, volunteers, and partners
- Computer skills are desired, but not necessary
- **Long term volunteers must complete background check**

Training & Supervision

- Texas Hearing Institute will train volunteers on projects, as assigned (filing system, cleaning toys, administrative duties, etc.)

Time Commitment

- Dependent on volunteer position and activity, and will be discussed with Volunteer Coordinator ahead of start date