**THE LEARNING KNOLL**

35 PIERCE STREET

GREENFIELD, MA 01301

774-7407

**JOB DESCRIPTION**

**Volunteer/Intern**

Responsibilities

1. Assist with any activity requested by a teacher, interact with children during unstructured free play time, and assist during planned activities and projects.

2. Prepare materials for projects as directed.

3. Assist in keeping the classroom and children as tidy as possible. Perform

 daily cleaning assignments such as cleaning tables and sweeping floors as directed.

1. Be alert to unusual behaviors, injuries, signs of illness, and report these to the supervising teacher. Do not make direct reports to parents, but pass all information along to the teachers.
2. Report any potential safety problems to the supervising Teacher.
3. Support The Learning Knoll in the community. Honor the confidentiality of what you know about individual children.
4. Allow teachers to deal with any difficult discipline or behavior problems.