



Assistant to the Lead Teacher (Children's Program Team)

Overview

The Circles RVA Children's Program begins with dinner at 6:00 p.m. and lasts until 8:00 each Tuesday evening. The children of Circles Leaders, Allies and volunteers are included in the program. Prior to the structured program, families and volunteers share dinner together from 6-7pm.

The Assistant to the Teachers are an integral part of the Children's Program as they will work closely with the Lead Teachers to ensure children have quality childcare and child development activities on in-person Tuesday nights.

Circles RVA uses the children's curriculum created by Circles USA. This curriculum is organized in four-week themes and mirrors what their parents are learning in Leader training. Children are divided into 4 groups:

- Nursery (birth through age 3)
- Group 1 (ages 4-6)
- Group 2 (ages 7-10)
- Group 3 (ages 11+)

Responsibilities

- Take direction from your Lead Teacher about the weekly curriculum.
- Communicate and alert the Children's Program Coordinator and Community Coordinator if you are not able to come on a particular week. Please give as much notice as possible for planning purposes.
- Arrive by 6pm on Tuesday nights and sign-in.
- Participate in the Circles meal, interacting with other volunteers and the children. This is a chance to build community!
- At 6:50, assist with walking children upstairs to the appropriate classroom. The Children's Program officially begins at 7pm.
- Stay with the children until their parents return to pick them up at 8pm.
- After class, assist with returning the crates, materials and chart paper to the storage room.
- Clean up any visible litter in the children's classrooms and return the room to the condition before class.