

CANOPY CENTER

CHILDCARE AND OFFICE ASSISTANT



Program/Administration	Administration		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Volunteer Title	Childcare and Office Assistant		
Reports to	Nicole Wells	Title	Childcare Specialist & Office Manager

Type of Position	Hours
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited-term Employee <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Volunteer	One 3 hour shift per week

AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
 Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

Childcare/Office volunteers provide a warm, welcoming presence to make clients feel comfortable when they enter our office. They take care of everyday tasks in the office such as greeting and directing visitors, answering phone calls, organizing documents, maintaining a clean and sanitary childcare space, and assisting with research projects and fundraising tasks.

Volunteers provide supervision for young children while they're at Canopy Center for a family visit or while their parents/caregivers attend treatment, support groups, or training. They create a safe, fun environment for children (infants through 12-years-old) and offer the positive role modeling and extra one-on-one attention that allows children to thrive.

QUALIFICATIONS

- Must be at least 18 years old with a high school diploma or G.E.D.
- Complete a volunteer application, clear a background check, and attend a volunteer interview.
- Attend trainings specific to the volunteer position.
- Ability to work with a diverse population.
- Ability to maintain confidentiality and objectivity.
- Access to reliable transportation.
- Warm, friendly demeanor and positive attitude. Displays professionalism in person and over the phone.

Preferred Knowledge and Skills

- Computer skills and familiarity with Microsoft Office.
- Excellent organizational skills.
- Basic understanding or education in child development.
- Experience working with children and in high stress situations, including screaming and crying children.
- Bilingual volunteers strongly encouraged to apply.

DUTIES

- Greeting and directing office visitors.
- Answering phone calls.
- Making copies, completing data entry, and other office projects as needed.
- Watch and interact with all children who come for childcare during Oasis appointments.
- Attend to needs of all children (infant through 12-years-old, some may have special/high needs).
- Attend to concerns and requests of parents as needed.
- Wipe down toys in childcare space and from therapy rooms with sanitizing cleaning supplies.
- Maintain childcare supplies, including stocking supplies and ensuring toys and supplies are stored neatly.

TIME COMMITMENT

- Minimum 4 month (one semester) commitment.
- A minimum of 1 weekly (3 hour) recurring shift.
 - Daytime shifts (10:00 am – 1:00 pm or 1:00 pm – 4:00 pm) available Monday - Friday
 - Evening shifts (4:00 pm – 7:00 pm) available Monday - Thursday
- Volunteers must not exceed two unexcused absences per semester.

POSITION BENEFITS

- Practice and gain office experience.
- Gain skills and experience caring for children, some with special needs.
- Opportunity to serve families and parents who depend heavily on our agency for support.
- Learn about the non-profit and human services field.

TO APPLY

- Visit our website: www.canopycenter.org
- Or Contact: volunteercoordinator@canopycenter.org