



# Volunteer Opportunity Description

<b>Position Overview</b>	The Music Classroom Assistant will help staff in developing and implementing activities (Performance, Choirs, Dance) for adults with intellectual and developmental disabilities participating in day programs at The Arc of San Diego.
<b>Position Title</b>	Classroom Assistant
<b>Position Type</b>	Non-paid Internship/Volunteer
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Lead staff and participants with instructions to ensure successful project completion</li> <li>▪ Contribute to classroom activity preparations</li> <li>▪ Actively engage classroom participants in activities</li> <li>▪ Demonstrate skills as needed to facilitate successful activity completion</li> </ul>
<b>Initial Impact</b>	Assisting participants with leading rehearsals at The Arc of San Diego and provide participants with the opportunity to acquire and reinforce new skills in a fun and educational environment.
<b>Sustained Outcomes</b>	As a Music Classroom Assistant at The Arc of San Diego you will help strengthen the program as well as provide valuable skills essential to program participants leading rich and fulfilling lives.
<b>Training</b>	<p>The training will include the following:</p> <ul style="list-style-type: none"> <li>▪ Orientation of The Arc of San Diego</li> <li>▪ Explanation of proper procedure and protocol</li> <li>▪ Strategies for working with individuals with developmental disabilities</li> <li>▪ Explanation of paperwork</li> </ul> <p>Each instructor will also receive:</p> <ul style="list-style-type: none"> <li>▪ Volunteer Handbook</li> <li>▪ Opportunity to observe a class if available/possible</li> <li>▪ Observations with an evaluation containing feedback</li> </ul>
<b>Support</b>	Music Classroom Assistants receive supervision from staff and area directors including constructive feedback and evaluation. The Volunteer Coordinator will also be available during business hours to answer questions and provide suggestions.
<b>Commitment</b>	This position requires a minimum commitment of 3 months.
<b>Length of Time</b>	Music Classroom Assistants are asked to commit to a minimum of three months.
<b>Amount of Time</b>	Total: 1 to 3 hours a week
<b>Specific Schedule</b>	TBD (Days and Hours to be scheduled during Day Program Hours of Operation – Monday through Friday, 9AM to 3PM)
<b>Location</b>	The Sol and Ruth Gerber Family Center, 1280 Nolan Avenue, Chula Vista, CA 91911
<b>Qualifications</b>	<p>Knowledge and/or experience of teaching or facilitating group activities is preferred but not required. Candidates should have the following characteristics:</p> <ul style="list-style-type: none"> <li>▪ Willing to learn new skills</li> <li>▪ Creative</li> <li>▪ Dependable</li> <li>▪ Friendly</li> <li>▪ Helpful</li> <li>▪ Flexible/Adaptable</li> <li>▪ Organized</li> <li>▪ Punctual</li> </ul>
<b>Skills</b>	Candidates will demonstrate the ability to engage in meaningful and appropriate interactions/activities with individuals with developmental disabilities.
<b>Benefits</b>	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> <li>▪ You will directly be helping enrich the lives of individuals</li> <li>▪ You will build experience and receive constructive feedback in order to improve</li> <li>▪ You will gain professional references</li> </ul>

For more information contact Marketing & Community Outreach Coordinator, Alba Sanchez @ 619-685-1175 ext. 292 or email [ASanchez@arc-sd.com](mailto:ASanchez@arc-sd.com)