



Volunteer Opportunity Description

Position Overview	The Classroom Assistant will help staff in developing and implementing activities (i.e. art, crafts, music, fitness, computer lab etc.) for adults with intellectual and developmental disabilities participating in day programs at The Arc of San Diego.
Position Title	Classroom Assistant
Position Type	Non-paid Internship/Volunteer
Key Responsibilities	<ul style="list-style-type: none"> ▪ Provide support to staff/instructors to ensure successful classroom operation ▪ Contribute to classroom activity preparations ▪ Actively engage classroom participants in activities ▪ Demonstrate skills as needed to facilitate successful activity completion
Initial Impact	Assisting consumers with classroom activities at The Arc of San Diego will provide consumers the opportunity to acquire and reinforce basic life skills in a fun and educational environment.
Sustained Outcomes	As a 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.
Training	<p>The training will include the following:</p> <ul style="list-style-type: none"> ▪ Orientation of The Arc of San Diego ▪ Explanation of proper procedure and protocol ▪ Strategies for working with individuals with developmental disabilities ▪ Explanation of paperwork <p>Each instructor will also receive:</p> <ul style="list-style-type: none"> ▪ Volunteer Handbook ▪ Opportunity to observe a class if available/possible ▪ Observations with an evaluation containing feedback
Support	Classroom Assistants receive supervision from staff and area directors including constructive feedback and evaluation. The Marketing & Community Outreach Coordinator will also be available during business hours to answer questions and provide suggestions.
Commitment	This position requires a minimum commitment of 3 months.
Length of Time	Classroom Assistants are asked to commit to a minimum of three months.
Amount of Time	Total: 1 to 15 hours a week
Specific Schedule	TBD (Days and Hours to be scheduled during Day Program Hours of Operation – Monday through Friday, 9AM to 3PM)
Location	All Arc of San Diego Day Program Locations
Qualifications	<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"> ▪ Willing to learn new skills ▪ Creative ▪ Dependable ▪ Friendly ▪ Helpful ▪ Flexible/Adaptable ▪ Organized ▪ Punctual
Skills	Candidates will demonstrate the ability to engage in meaningful and appropriate interactions/activities with individuals with developmental disabilities.
Benefits	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> ▪ You will directly be helping enrich the lives of individuals ▪ You will build experience and receive constructive feedback in order to improve ▪ You will gain professional references

For more information, please contact Marketing & Community Outreach Coordinator, Alba Sanchez @ 619-795-4187 or email ASanchez@arc-sd.com