



Job Description

Position: Preschool Intern
Program: Reading and Beyond Preschool 2
Availability: Monday thru Friday, 8:00 am - 5:30 pm
Hours: 6+ hours/week
Position Available: 2
Location: Unitarian Universalist Church, 2672 E. Alluvial, Fresno, CA 93611

Apply: Email resume and cover letter to Yeng Her, yher@readingandbeyond.org
559-342-8619

REPORTS TO: Preschool Site Supervisor

PROGRAM SUMMARY:

Reading and Beyond operates two full-day state-funded preschools open to children ages 3-5 of low-income families. Focused on the development of the whole child, our kindergarten readiness curricula help children develop motor, reading, writing, and social skills through activities that are age-appropriate, challenging, and engaging.

ROLES & RESPONSIBILITIES: (The information listed below is meant to serve as a sample of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

- 1) Assist with activities indoor and outdoor and will participate in physical activities with the preschoolers
- 2) Read to preschoolers, and provide one-on-one attention
- 3) Provide kitchen help (i.e. wipe down kitchen area, washing dishes, etc.)
- 4) Attend to the basic needs of preschoolers and be involved with activity preparation
- 5) Other related tasks, as assigned by Preschool Site Supervisor or Lead Teacher

REQUIRED QUALIFICATIONS:

- 1) Desire to work in the field of education
- 2) Desire to help and work with students
- 3) Have a positive attitude and have a mentorship mindset
- 4) Must have good attendance, be patient, and have an engaging personality.
- 5) Immunizations Required: Influenza, pertussis (Whooping Cough), and Measles
- 6) Pass TB test and Livescans fingerprint clearance
- 7) Provide proof of COVID-19 Vaccination

COVID-19 PRECAUTIONS:

- ❖ Personal protective equipment (facemask) required
- ❖ Temperature and COVID-19 self-screenings required
- ❖ COVID -19 guidelines in place
- ❖ Sanitizing, disinfecting, or cleaning procedures in place

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The volunteer must occasionally lift

and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER

This volunteer job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. A volunteer may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position. A VOLUNTEER is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered, is considered to be a volunteer during such hours.