



# The Language & Cultural Club

Spanish Immersion Program for Children

The Language & Cultural Club (TLCC) Maryland is looking for Parent Volunteers

## Job Title: Parent Volunteer

### Requirements:

- Have one child enrolled in our Program at participating schools (Enrichment or After School classes in Howard County)
- Attend all classes during the session and get to school at least 15 minutes before each class starts
- Treating all children with dignity and respect
- Maintaining professional attitudes and loyalty to the school
- Have own transportation

Parent Volunteers get a discount off tuition. (First come, first served)

### Responsibility:

As a parent volunteer you are expected to:

- Escort the children from the gathering point, (multipurpose room or cafeteria) to the assigned classroom.
- Do roll call and make sure all students registered are in class
- Must come to the meeting area 15 minutes before the students arrive or classes start
- Be in the room and available in case of emergencies
- Support the teachers in all activities, including art, crafts, games and cooking projects
- Supervise play activities and children interactions inside and outside the classroom
- Help to organize classroom setting and clean up after each class
- At dismissal, help with the sign out sheet and follow instructions given by parents after the class Sign our confidentiality agreement about use of information, materials and curriculum

Interested, send e-mail to: [programs@t-lcc.com](mailto:programs@t-lcc.com) Check website for details at: <http://www.t-lcc.com>

Parent Volunteer-Job descriptions.docx

Reviewed: Feb. 2018