



The Language & Cultural Club

Spanish Immersion Program for Children

Job Title: Parent Volunteer

Requirements:

- Have one child enrolled in our Program at participating schools
- Attend all of the classes during the session, and get to school at least 15 minutes before each class starts
- Have completed the Parent Volunteers and Confidentiality Training for Howard County Public Schools, in compliance with HCPSS Policy # 1030. Please provide a copy to TLCC on the first day of class. (The course takes about 5 minutes to complete. Check the link at <https://www.hcpss.org/parents/volunteer-information/>)
- Maintaining professional attitudes and loyalty to the school
- Have your own transportation

Parent Volunteers get a discount off tuition: 50% off (1st child registered), and 30% off (2nd child registered). Discounts are given as a refund, once the student is enrolled in our program, and payment is made online or by check.

We choose our parent volunteers on a first come, first served bases. We reserve the right to choose the number of parent volunteers, depending on class size, or when circumstances arise. Bilingual parent volunteers are always welcome to our classes!

Responsibility: As a parent volunteer you are expected to:

- Escort the children from the gathering point, (lobby, multipurpose room or cafeteria) to the assigned classroom.
- Do roll call and make sure that all of the students enrolled in the program 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 arts, crafts, games, and cooking projects
- Supervise play activities and children interactions inside and outside the classroom
- Help to organize the classroom setting, and clean up after each class
- At dismissal, help with the sign-out sheet, and follow instructions given by parents
- Sign our confidentiality agreement about the use of information, materials, and curriculum

Volunteers interested, please send an e-mail to programs@t-lcc.com. Your email doesn't secure the spot. We will confirm the volunteer position one week before classes start.

Check website for details at <https://www.t-lcc.com/work-with-us>

Parent Volunteer Position/description 2019.docx

Reviewed: December, 2018