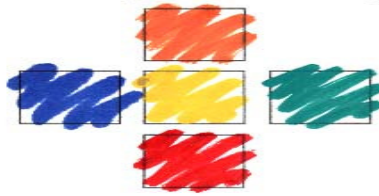


Holy Family



Toddlers

Teen Helper Duties

Mission: Holy Family Church's Toddler Co-Op Teen Helper Program is inspired by the Holy Spirit, fostering the spiritual journey of teens, parents and toddlers alike. Teens are provided an opportunity to facilitate the spiritual development of toddlers by modeling strong spiritual foundations. Teens enrich their own connection to the Church via fellowship with parents.

Eligibility: The Teen Helper Program is open to any current High School student enrolled in the Holy Family Church Confirmation Program. Service credits will be provided and, to deserving Teen Helpers, letters of recommendation for employment and university.

Arrival: Teen Helpers arrive at the St. Joseph Center no later than **8:45 a.m.** and check in/sign in with the Lead Parent. The Lead Parent will instruct the Teen Helper concerning his/her duties as need arises.

Duties: Teen Helpers are instrumental in maintaining an organized, safe and cohesive learning environment for the toddlers. Therefore, please follow the instructions of the Lead Parent, Teacher and Parent Volunteers. Some duties of the Teen Helper include, but are not limited to:

- Assisting Parent Volunteers with setting-up play area and "rug-time" area
- Assisting and directing toddlers as they arrive
- Assisting with toddler Check-in/Check-out
- Playing with, directing and engaging toddlers
- Picking up, holding and carrying toddlers
- Assisting with "rug-time", including singing songs
- Comforting toddlers, if needed
- Reading to toddlers
- Assisting toddlers with craft projects
- Setting up and distributing snack
- Taking-down play area and "rug-time" area
- Assisting with clean-up throughout class time and at the end of class
- Having FUN!

NOTE: Taking toddlers "potty"/changing diapers is **not** a responsibility of a Teen Helper.

Dismissal: The Teen Helper remains "on-duty" until he/she is dismissed by the Lead Parent. The Teen Helper will be dismissed when all clean-up has been completed and all toddlers have been picked-up. Teen Helpers should expect to be on-duty until **11:15 a.m.**