



**NOVACO**

*Housing for Our Neighbor in Need*

Housing • Education • Childcare • Counseling • Mentoring • Financial Management

## Volunteer Position Description

### Children’s Activity/Craft Leader

<b>Goals of Position</b>	We are seeking a volunteer(s) who can lead children in crafts and activities. This position is appropriate for an individual or a group (i.e. Youth Group, Girl Scout, or Boy Scout Troop).
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise children and engage them in an arts and crafts activity</li> </ul>
<b>Prerequisites and Desired Qualities</b>	<ul style="list-style-type: none"> <li>• Loves children</li> <li>• Is patient and can keep children entertained</li> <li>• Comfortable to lead a group of up to 10 kids</li> <li>• Supports established policies and procedures</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Minimum: 1 time per month, as needed</li> <li>• Hours: Mondays at 5:30-8:00pm</li> </ul>
<b>Training Required</b>	None
<b>Benefits of Position</b>	Feelings of pride in working with children of clients while they attend Life Skills or VIDA financial management classes.
<b>Grounds for Termination</b>	<ul style="list-style-type: none"> <li>• Volunteers will be asked to discontinue volunteering if they do not show up when expected without contacting the Volunteer Manager</li> <li>• If the volunteer acts in any way that contradicts the volunteer rights and responsibilities</li> </ul>
<b>How to Apply</b>	All NOVACO volunteers must fill out a <a href="#">Volunteer Application</a> and <a href="#">Confidentiality Agreement</a> . There is a \$25 tax- deductible. Background check fee (There is no fee for full-time students). Email <a href="mailto:volunteer@novaco.org">volunteer@novaco.org</a> for forms. Mail to NOVACO Volunteer Manager, 9677A Main St, Fairfax, VA 22031.