

REGULAR VOLUNTEER PROGRAM POSITIONS INFORMATION

Thank you for your interest in becoming a volunteer of Christian Learning Centers of Greenville County (CLC). Below are the requirements for all volunteers, followed by job descriptions for our regular program volunteers.

Requirements for CLC Volunteers

1. Commit to the goals of CLC and adhere to the organization's aims and beliefs.
2. Complete a CLC Volunteer Application.
3. Interview with the Executive Director to determine the best use of talents, skills, and experience.
4. Attend an orientation meeting designed to equip volunteers with a thorough understanding of the CLC organization and how volunteers relate to the structure.
5. Have a good grasp of specific volunteer task.
6. Complete agreed upon obligations faithfully.
7. Notify the Executive Director if unable to complete volunteer assignment.
8. Live the Christian faith in word and deed.
9. Spend time daily in Bible study and prayer.

Job Descriptions – Regular Program Volunteers

Program Coordinator – See next page.

Primary Teacher – This person professes a personal relationship with God through Jesus Christ, maintains a lifestyle consistent with Christ's Character and has the gift of teaching and / or a teacher's certificate. The volunteer loves students with Christ's love, models commitment and good character, passes a SLED background check, is an effective communicator, and is able to relate well with the assigned age group. The volunteer is committed to serving our students for one year. His or her duties include preparing and delivering lessons each week, monitoring students' progress, maintaining classroom order, and reporting directly to the Executive Director or Program Coordinator, whichever is applicable. A recommendation from the volunteer's pastor is required. Time requirement: at least 4 to 6 hours per week or more if availability permits.

Program Assistant – This person meets the Primary Teacher qualification criterion. He or she assists in the classroom. The volunteer's duties include helping students who need additional attention or instruction, grading papers, recording attendance, facilitating group study, and assisting the teacher. He or she escorts students safely to and from the class. Time commitment depends on availability – classes are held throughout the day. This is an excellent opportunity for retired educators, stay-at home moms, or those who work during evenings.

Driver – This person picks up children from school at the appointed time; delivers them back to school after Bible class. The volunteer professes a personal relationship with God through Jesus Christ and maintains a lifestyle consistent with Christ's character. He or she possesses a valid Driver's License or a Commercial Driver's License (if applicable), passes a SLED background check, has a good driving record, and is able to maintain order on the vehicle while transporting students. Drivers are also needed for special events. The time requirement for the job is 8 to 12 hours monthly. A recommendation from the volunteer's pastor is required.