

## **KIDS' TURN**

### **WORKSHOP ASSISTANT JOB DESCRIPTION**

Workshop assistants at Kids' Turn assist children's group leaders in order to fulfill the following Mission Statement:

**Every year over one million children suffer the breakdown of their families when their parents separate or divorce. Kids' Turn helps children understand and cope with the loss, anger and fear that often accompany separation or divorce. Kids' Turn awakens parents to the need to support their children during this crisis in their lives, so that at-risk behavior by children is averted. Kids' Turn is dedicated to enhancing the lives of these children through improved communication and the knowledge they are not alone.**

#### **QUALIFICATIONS:**

Workshop assistants must have prior experience working with children (group work, babysitting, camp work, college or related work experience).

Interview or personal reference form, and Federal and California fingerprint clearance required.

#### **RESPONSIBILITIES:**

##### **PRIOR TO PARTICIPANTS' ARRIVAL:**

1. Assist coordinator and leaders in distributing snacks and drinks and setting up rooms and planning curriculum activities.
2. Please arrive about 30-40 minutes early for the first session, and 15-20 minutes early for the rest.
3. The workshop assistant is encouraged to stay for the debriefing following each session.

##### **DURING THE WORKSHOP:**

1. As the children arrive, help them to get settled at the snack table. Serve the juice and snacks. No additional snacks should be served once the workshop activities have begun.
2. If a child arrives after the session has started, seat the child at the table. Serve a snack if the other children are still eating snacks. Try to minimize the disruption of the late arrival to the rest of the group.
3. Take children to the rest room as needed.
4. Assist leaders to remind children of Kids' Turn rules – particularly that only one person speaks at a time. (Assistants may wish to look over the leaders' curriculum prior to each session.)
5. Distribute drawing pens, paper and other supplies to the children at appropriate times.
6. During puppet show, story readings and discussions, try to keep the children contained in one area and focused on the activity.
7. Deal with interruptions such as visitors so that the workshop leaders may continue the program without interruptions.
8. If a child is having difficulty staying focused on the workshop activity, sit next to that child and encourage participation. If the child is continuously disruptive to the rest of the group, take the child to a separate area and work with the child to complete the workshop activity. As a last resort, supervise the child's play in a separate area so that the rest of the group may continue to work on the workshop activities.
9. If a child is particularly quiet, sit next to him and help to draw him out.
10. Assist leaders and coordinators with clean-up.
11. Complete other duties as requested by the workshop leaders.

A limited number of stipends (\$14 per session) are available.

Please notify the Program Assistant if you would like to be considered for one.