**Education Volunteer Description**

**Title**: Education Assistant

**Reports to**: School Programs Manager

**Department:** Education

**Summary:**

The Education Department has a wide array of volunteer opportunities available to match varying interest areas and level of availability. Jobs include assistance at individual education events, weekly involvement with ongoing programs, or research/data entry support for education staff.

**Areas of Need:**

* **Lollipops Pre-Concert Festivals:** volunteers assist with Festival set-up, help manage the hands on educational activities, and assist with clean-up afterwards.
* **Educational/Community Performances:** duties include set-up/breakdown, handing out programs, taking tickets, assistance with checking in groups and ushering/seating, supervising students or school groups, etc.
* **Project Harmony:** assistance at each location with supervision, checking in/out students, setting up/breaking down classrooms for instruction, instrument/supply inventory and management, general classroom support.
* **Instruments for Kids:** Assistance with cataloguing and organizing donated instruments.
* **Music and the Holocaust:** a volunteer who would be willing to run the multi-media component for school day performances as available.
* **Other:**
	+ Researching topics for lesson plans, teacher’s guides, new programs, etc.

**Requirements**

* For any position working directly with children, volunteers may be required to pass a background check or register with Charlotte-Mecklenburg Schools Volunteers.
* For Project Harmony positions the ability to speak Spanish is preferred, but not required.