



Clover Kid Coordinator *Volunteer Position*

Program Details

About

- Clover Kids is a fun after-school program for youth in kindergarten-3rd grade. At each session, youth complete hands-on activities (games, crafts, experiments, etc.) to learn more about a specific topic.

Schedule

- Clover Kid groups meet once a month after school
- Specific dates and times will be online once available: <https://www.extension.iastate.edu/boone/>

Location

- Clover Kid programs are held in school lunch rooms. Current locations include Boone Elementary Schools, Howe Elementary in Ogden, Madrid Elementary School and United Community School.

Coordinator Time Commitment

- 3 hours each month September-May (2 hours teaching at each session, 1 hour prep time)

Responsibilities

Before the First Session of Clover Kids

- Go through a child protection process (which requires completing paperwork for a background screening)
- Attend a curriculum training at Extension Office (in August or September) and pick up a box of general supplies

At the First Session of Clover Kids

- Collect participant Medical Information forms and place them in the emergency notebook (*if someone doesn't have theirs, please have a parent complete it when they pick them up at the end of the session*)
 - These forms were mailed to Clover Kids before the first session so they should already have them. Extras have been placed in the emergency notebook

For Each Session of Clover Kids

- Pick up that month's curriculum, supplies and snacks from the Extension Office.
- Bring all supplies and snacks to the session.
- Arrive early to set up the room. Have snacks and name tags ready for participants to pick up as they arrive.
- Greet participants and help them find their name tags.
- Take attendance. Call parents of any missing kids to remind them of the session and ensure their child is safe.
- Lead program utilizing provided curriculum and supplies.
 - Provide directions for activities
 - Help Clover Kids complete activities
 - Provide discipline throughout the session
- Be sure parents sign the "Sign-Out" sheet at the end of each session.
- Clean up after each session and leave the room as it was found.
- Return box of curriculum supplies to the Extension Office.

After the Last Session of Clover Kids

- Return box of general supplies to the Extension Office
- Turn in your expense sheet, if applicable, with receipts attached

Interested in Volunteering?

Thanks for your interest in helping make Clover Kids a fun program! For more information, please contact Lauren Britton, Youth Outreach Coordinator, at brittonl@iastat.edu or at 515.432.3882.