



## VOLUNTEER GUIDELINES

### Orientation Guide

The goal of the School Volunteer Program is assist school staff in providing the best possible educational experience for all students. You, as a result of your volunteer work, will help to see that the instruction is individualized, and that the teacher has more time to teach. Effective and responsible volunteers are essential to the success of the program.

### AS A VOLUNTEER YOU SHOULD

#### 1. **Respect the School Policies:**

The teacher will determine the appropriate role for you.

The teacher will initiate learning activities designed to accomplish specific goals. A volunteer does not cover additional material or assign work the teacher has not specified. You are to encourage the children, but you are not there to do the work for them.

Understand that discipline is the teacher's responsibility.

You should maintain order when assisting children with assigned activities and enforce rules only as specifically instructed by the teacher. Refer disciplinary problems to the teacher. You can effectively discourage unwanted behavior by rejecting the behavior, not the child.

Follow education's Code of Ethics.

You should not discuss confidential matters or criticize professional staff, pupils, or programs outside of school. Good volunteers discuss their concerns with the professional staff.

Know that evaluation of a child's learning must be done by the Professional.

It is not a volunteer's responsibility to judge student competence, but volunteers may keep teachers informed by sharing observed programs of a child.

#### 2. **Get to know the students:**

Try to find ways to establish a high quality rapport with students. This, along with your natural fondness for children, will be the biggest factor in your success.

Make the students feel comfortable with you, but do not try to win their affection from the teacher.

Try to understand them, accept them as they are.

Give each student genuine and deserved praise. Children resent undeserved praise and condescending attitudes.

Encourage students to do their best.

Replace criticism with positive remarks, patience and kindness. This helps a student to build self-respect.

Use the student's name in conversation with him/her.

Be consistent in your dealings with all students.

Be fair, always. Never take sides in an argument.

Avoid becoming emotionally involved with any one student. Be equally concerned for all children.

Be absolutely honest with the student. It is not wrong to say, "I don't know", if you don't.

Never make a promise to a student that you cannot fulfill.

Keep their confidences, unless it is something vital for the teacher to know. Even then, handle this very carefully and thus avoid distrust of you and the teacher.

Show each student that you care by being a good listener.

Be comfortable with silences, give the students time to think and organize what they want to say.

### 3. **Be an Effective Volunteer**

If you need more information or instruction, go to the teacher for help.

#### Share your ideas

Share your ideas with the teacher. This keeps the teacher informed of results of activities assigned to you, and your constructive comments may give the instructor some value of new perspectives.

#### Prepare

Preparation is vital to a successful program. Be sure you fully understand the purpose of, and the way to carry out your duties. Preparation will take a little more of your time, but this will benefit every child with whom you work.

### 4. **Get the most out of your involvement**

Look at the School Volunteer Program as a way to learn new skills, make new friends and improve your community through the schools.

#### Maintain your sense of humor

As you work in the schools, always maintain your sense of humor. People will love you for it.

#### Keep calm in emergencies

Know what to do and where to get help if it is needed.

#### Your attitude is important

Be sure your volunteer work has the approval of your family. Leave your personal problems at home.

#### Keep your commitment

Please notify the teacher at once if you cannot come to school when you are scheduled. A student may be very disappointed if you are not there.

***EFFECTIVE VOLUNTEERS CAN MAKE THE DIFFERENCE.***