



## WHAT DOES THE TEACHER EXPECT OF THE VOLUNTEER

Promptness	Be discreet and trustworthy - confidentiality
Enjoy children	Willingness to: help
Enthusiasm	ask for directions and
Flexibility	to follow instructions
Dependability	become trained
Patience	try a variety of approaches
Loyalty	and techniques with students
Businesslike	Ability suitable to the job assigned
Imagination and creativity	Pleasant, friendly, warm, positive attitude
Tact	to set good example
Sense of humor	Sensitivity to children's needs
Initiative	Know that the teacher is the authority
Interest in helping for benefit of community	Be sensitive of teacher's time
	Avoid trying to be amateur psychologist
	Capable of maintaining discipline in small groups - firm but kind

## WHAT DOES THE VOLUNTEER EXPECT OF THE TEACHER?

Consideration	Organized – teacher to have clear instructions or plans
Patience	Explanation of specific expectations of the teacher
Direction for volunteer	Feedback on students' progress and/or attitude
Appreciation	Willingness to help volunteer as needed
Respect	Assign appropriate task for skill of volunteer
Enjoy children	Treat volunteers as professional assistants
Courtesy	Have children prepared to work with volunteer
Pleasant voice	Friendliness and welcoming attitude
Have tasks ready	Task description - give definite instructions
Neat appearance	Teacher remains in charge of classroom
Sincerity	Let volunteer know about any change in scheduling
Cooperative teacher	Match personality of tutee and volunteer
Teacher capable of controlling class	Provide materials needed for assigned task
Show how to use machines if applicable	Constructive criticism, correction if needed, but NOT in front of students
	Accept creative ideas and suggestions of volunteer whenever possible
	Relevant information about students that will be helpful in working with them