

This Volunteer Handbook has been prepared to offer volunteers specific information relating to the duties and responsibilities of the volunteer. This handbook cannot begin to contain all the information necessary to meet all of your needs, but it is a beginning and a background to help you feel comfortable in the very important task of helping to meet the needs of the students.

## INTRODUCTION

Our goal is to enable each student to become a life-long learner, to become a community builder and to lead a life rooted in Christian values and faith.

As a Christ-centred community of learners, we celebrate the unique gifts of each child and support the family in its responsibility for the academic, social and spiritual development of the child. We offer quality education, foster a love of learning and promote personal fulfillment based on the mutual respect for all members of the school community.

## ST. JOSEPH THE WORKER SCHOOL MISSION STATEMENT

- ◇ Helping staff with extra-curricular activities, such as fundraisers, sports, socials, Christmas and Spring concerts, etc.
- ◇ Helping teachers supervise during lunch times, field trips, etc.
- ◇ Helping students through activities and subject materials
- ◇ Helping school staff in 3 major ways: develop their skills, their potential as individuals, and their mastery of subject matter. Volunteers assist school staff in 3 major ways:

### PROGRAM GOALS

The goal of the Volunteer Program is to enable dedicated parents and community members to assist administrators, teachers, and other school personnel in helping young people more fully develop their skills, their potential as individuals, and their mastery of subject matter. Volunteers assist school staff in 3 major ways:

### WHAT DOES BEING A VOLUNTEER MEAN TO YOU?

A school volunteer is a concerned and dedicated person, parent, or family and community member who support the efforts of staff.

### WHO IS A VOLUNTEER?

## THE VOLUNTEER IN THE SCHOOL

You will be working under the supervision of a staff member, usually a classroom teacher. The staff will be responsible for identifying children who require the assistance of a volunteer, for analyzing and diagnosing learning needs of pupils and for choosing the methods and techniques to be used in helping children. You will want to work out your role with the staff member supervising you. Be sure to tell them what your interests are and where your talents lie.

## PROCEDURES AND POLICIES

**Before you begin, you will be asked to:**

- ◇ Complete the Abuse Registry and Criminal Record checks
- ◇ Complete the Volunteer Application
- ◇ Read this handbook
- ◇ Agree to comply with the rules and follow the procedures outlined in the St. Joseph the Worker Volunteer Policy.



**St. Joseph the Worker School**

# HANDBOOK FOR SCHOOL VOLUNTEERS





## USEFUL TIPS FOR VOLUNTEERS

- ◇ Recognize and show enthusiasm for the accomplishments of children.
- ◇ Listen with interest to what children have to say.
- ◇ Be sensitive and responsive to the feelings of children.
- ◇ Treat all children fairly and equally.
- ◇ Allow each child to work at his/her own pace.
- ◇ Encourage children to ask questions and make responses. "That's a good try" is an excellent motivator.

- ◇ If the fire alarm should sound while you are working with a student away from their regular instructional area, leave the school with the student by the nearest exit, and proceed to that student's class designated area.
- ◇ In case of a school lockdown, proceed to the nearest classroom or regular instructional area with the student, if you are working with one, shut the lights and hide. If possible, lock the door.
- ◇ If for some reason you are unable to appear as scheduled, please inform the school and ask the Administrative Assistant to pass the message along to the appropriate teacher(s).
- ◇ If any problems or difficulties arise, please discuss them with your staff supervisor first. If the issue continues to be a problem, then speak with your school principal.

## Unity

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind  
And they fashioned it with care.

One was a teacher:  
the tools she used were books and music and art;  
One was a parent  
With a guiding hand and gentle loving heart.

And when at last their work was done,  
They were proud of what they had wrought.  
For the things they had worked into the child  
Could never be sold or bought!

And each agreed she would have failed  
if she had worked alone.  
For behind the parent stood the school,  
and behind the teacher stood the home!

*By Cleo V. Swarat*



## Procedures:

- ◇ Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to school situations with anyone other than staff with whom you are working. If parents, family, or friends ask you about your work, tell them you enjoy your work and share information about the activities you perform rather than specific information about students, the teachers, or the school.
- ◇ Also, when working in the classrooms, please do not go into teachers' desks, planners, etc., without first getting permission from the teacher, as there may be private student information that volunteers should not see.
- ◇ While working in the school as a volunteer, we ask that you not use this time for parent-teacher conferences. We suggest an appointment be made at a time convenient to both you and the teacher.