

Roles for Volunteers

This list of activities is not meant to be comprehensive but does represent a wide sample of volunteer opportunities.

Instruction-Related

- leading individual/small group activities
- telling or reading stories to small groups or classes
- assisting the teacher with group discussions
- preparing instructional materials
- working with a single child or with a small group of children to facilitate their learning

General Non-Instructional

- assembling/restoring resource collections and filing, duplicating learning materials
- assisting the teacher in arranging & supervising games, health routines, study hall, field trips
- general supervision duties in playgrounds, hallways, corridors, cafeteria etc.
- coaching sports activities

Classroom & Activity Maintenance

- bulletin board displays
- setting up/operating AV equipment
- arranging activity centres
- supervising & assisting in activity centres

Working Together to Improve Student Learning

As a volunteer in our schools, you perform an important and vital role with our students and staff. Your contributions to our students and staff enrich our educational programs and services to improve learning for all our students.

Guiding Principles.....

- Recognize and foster the contributions of individuals and groups to the learning process
- Provide a caring and safe environment that recognizes the rights and dignity of all persons to be treated respectfully
- Develop purposeful relationships and cooperative partnerships
- Model responsible citizenship for our students through service to others
- Foster interaction between and among the school, parents/guardians and the school community.

Volunteer Screening Process

The Screening Process is a multi-step process involving the following stages:

1. An interview is conducted & the Volunteer Information Form is completed.
2. Principal conducts a check of volunteer references
3. Volunteer submits a Police Record Check & Vulnerable Sector Screening check
4. Orientation and training sessions
5. On-going training
6. Supervision
7. Evaluation: formal/informal

Most people understand and appreciate that screening is not only the right thing to do, it also supports our responsibility of having a high duty of care for all our students. Screening allows a volunteer to feel confident about doing the work and confident in the abilities of fellow volunteers.

The Canadian Code for Volunteer Involvement identifies screening as a cornerstone for all volunteer programs.

Volunteering in our Schools

Volunteers.....

- Are an invaluable resource for our staff and students
- Enrich programs and services for our students
- Enhance student success and achievement
- Have opportunities to use their knowledge, skills and talents
- Learn new skills, enhance personal growth & satisfaction through valuable experiences

What is a Volunteer Management Program?

Our Volunteer Management Program is a multi-step process which focuses on creating an organized, structured environment for volunteering in our schools.

Our program has two main purposes:

1. to create and maintain a safe learning environment for all members of our school community;
2. to ensure an appropriate match between the volunteer and the task.

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Why do we have a Volunteer Management Program?

Parents of children in our schools want assurances that the adults interacting with their children, whether it be in organized sports, other leisure activities or learning activities, behave appropriately with the best interests of their children in mind.

Clearly, these expectations apply to the many volunteers who generously donate their time and talents to work in our schools.

Who Benefits?

- Our students
- Our schools
- Our volunteers

Guidelines for Volunteers

- Work directly with the teachers and are responsible to the Principal
- Maintain strict confidentiality regarding all information about students, their families and staff members
- Understand assigned tasks and seek clarification to improve student learning
- Seek help and clarification from school staff with respect to the acceptable limits or defined boundaries of activities

“You give but little when you give of your possessions. It is when you give of yourself that you truly give.”

Kahlil Gibran