

Philadelphia, Pa.

ABC's of

# SCHOOL VOLUNTEERS

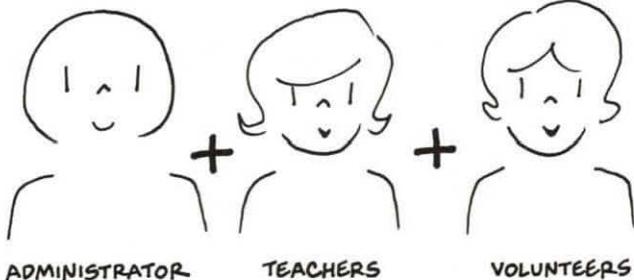


Who IS a  
"SCHOOL  
VOLUNTEER"  
?



A school volunteer  
is an adult who is  
willing to give  
**TIME** and  
**TALENT** to  
help out as a

...member of the  
"EDUCATION TEAM"



School volunteers must  
like people, want to help  
the school, and have  
the time to devote  
a few hours a  
week to the task.



**WHAT ARE  
THE REWARDS?**

New friends,  
new skills,  
the joy of  
serving  
others.



# Why are volunteers IMPORTANT ?

Volunteers are playing an increasingly vital role in the whole education picture--

## BECAUSE THEY...



### IMPROVE INSTRUCTION

by permitting more individual help to students under the direction of a teacher.

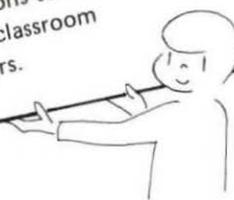
### INCREASE SCHOOL/COMMUNITY RELATIONS

by bringing more adults from the community to the children, to show relevance of their education.



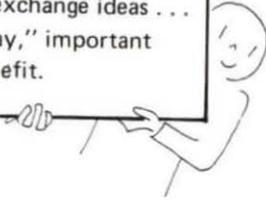
### ENRICH CURRICULUM

by adding the experience of the volunteers' special interests, hobbies and avocations to the knowledge of the classroom teachers.



### HELP CLOSE THE "GENERATION GAP"

by providing more opportunities for children and adults to exchange ideas ... a "two way," important fringe benefit.



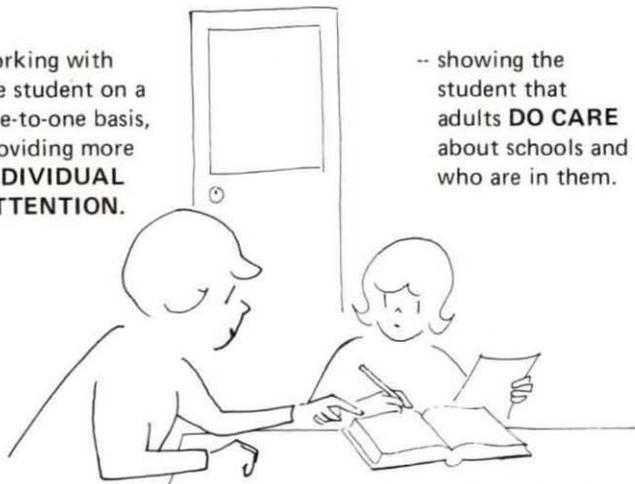
# How a SCHOOL VOLUNTEER helps EVERYONE



## ① Most of all--helps the **STUDENT**

-- working with the student on a one-to-one basis, providing more **INDIVIDUAL ATTENTION.**

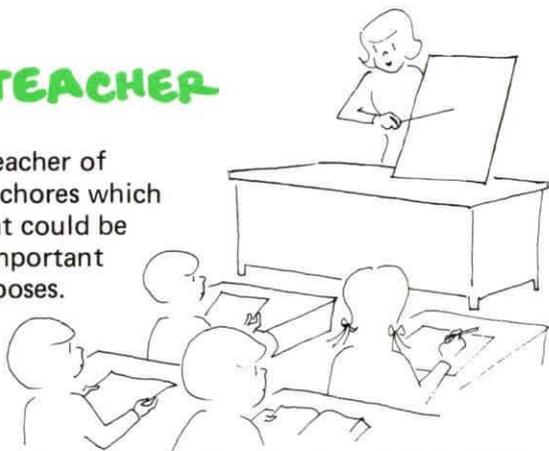
-- showing the student that adults **DO CARE** about schools and who are in them.



- giving student a chance to meet and work with other adults besides one or more teachers during the day.
- as adult friends from the community, they teach students more about skills people use to make a living, their ideas and viewpoints, the world itself.

## ② plus the **TEACHER**

-- relieving the teacher of many necessary chores which take up time that could be used for more important educational purposes.



## ③ and the **ADMINISTRATOR**

-- assisting with office detail, often sharing administrative skills from the business world.



## ④ as well as the **COMMUNITY**

-- improving pupil-adult ratio in classroom.  
-- helping students better understand their community.



**WHO**  
can become  
a school  
volunteer  
?

**EVERYONE!**

--parents, business and professional people, retirees, college students, high school students--  
**YOU HAVE A TALENT TO SHARE--**  
butcher, baker, candlestick maker, housewife, mechanic, policeman...

Your work or hobby can add an exciting learning experience for some student-- an ignition key to a child's "mental engine."

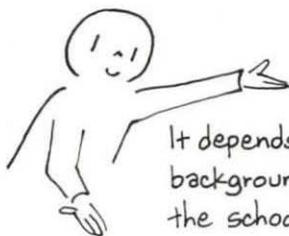


## QUALIFICATIONS?

**MAINLY,** must possess a desire to want to help kids grow, to enjoy them, to get along with people, to understand the goals of the school; must be adaptable, dependable and in good health.



Even if you can't help during regular school hours, there are many jobs that can be done nights and weekends... whatever hours you can spare.



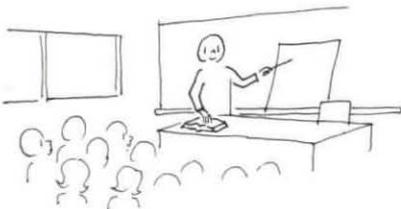
It depends on your background, skills and the school's needs.

# How about TRAINING ?

Generally, you will receive...

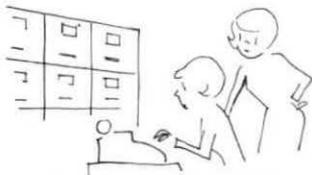
## ① ORIENTATION

- learning the ropes about the school, its policies, operation, rules, your job as part of the team.



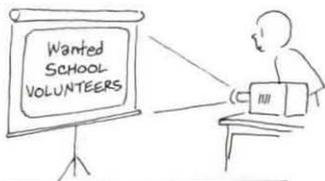
## ② BASIC SKILLS

- depending on the job you'll be doing -- clerical, child behavior, teaching methods.



## ③ SPECIAL TRAINING

- if needed in use of audio-visual equipment, tutoring techniques, etc.



As a volunteer...



You will be working with a teacher or other professional who will help you with problems as needed.

# WHAT DO VOLUNTEERS

Here are only a few of the many important jobs that school volunteers fill on the school team.



## 1 CLASSROOM ASSISTANT

- helps teacher with many important "non-teaching" tasks -- buttoning and unbuttoning, collecting lunch money, setting up displays, getting supplies, grading papers, reading stories, playing games, etc.

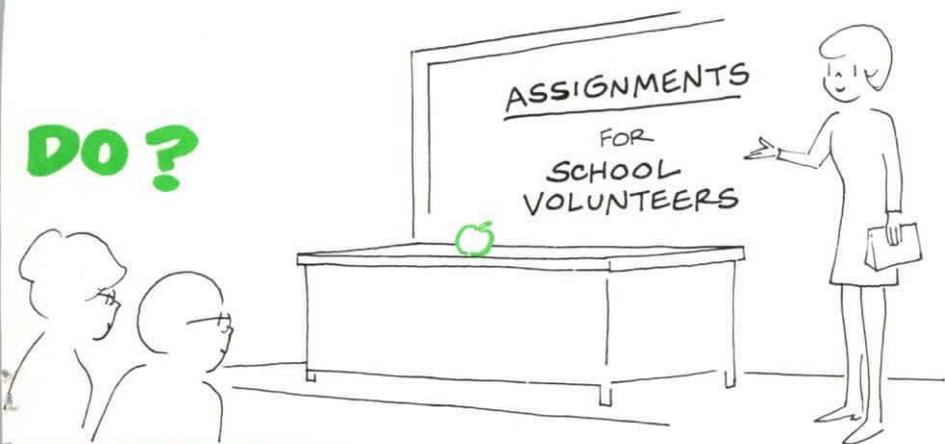


## 2 TUTOR (for groups or individuals)

- under a trained teacher, volunteer can help individuals (or groups) develop at their own pace to learn a subject.



**DO?**



### ③ LIBRARY ASSISTANT

-- helps the professional library staff with jobs such as sorting, carding, cataloging and replacing books on shelves. Also helps get materials for special classroom projects.



### ④ CLERICAL and SECRETARIAL HELPER

-- assists the regular staff with many essential office duties such as filing, typing, keeping records, handling telephone, etc.

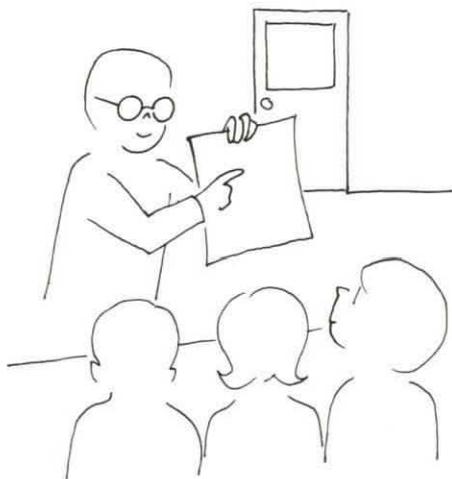


**MORE...** 

## WHAT DO VOLUNTEERS DO? (cont.)

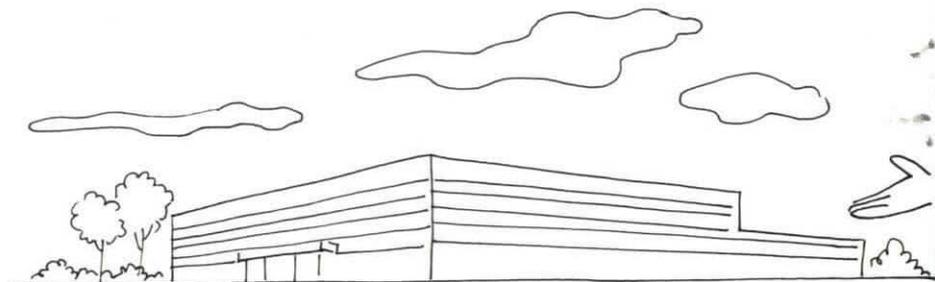
### 5 A "RESOURCE" PERSON

- helps bring to life in the classroom the practical use and application of material being studied, via personal expertise in specialized areas not covered by textbooks.



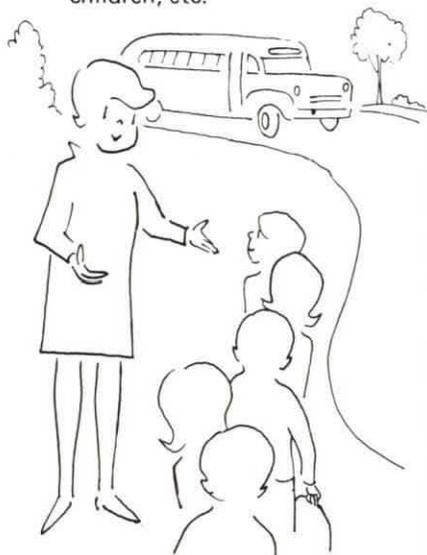
### 6 RECREATIONAL ASSISTANT

- helps in supervising playground activities, acting as an official in sports, or acting as a chaperone or guide on field trips away from the school.



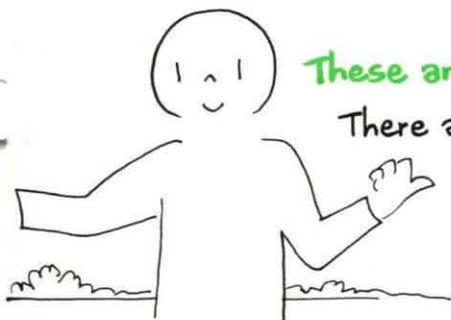
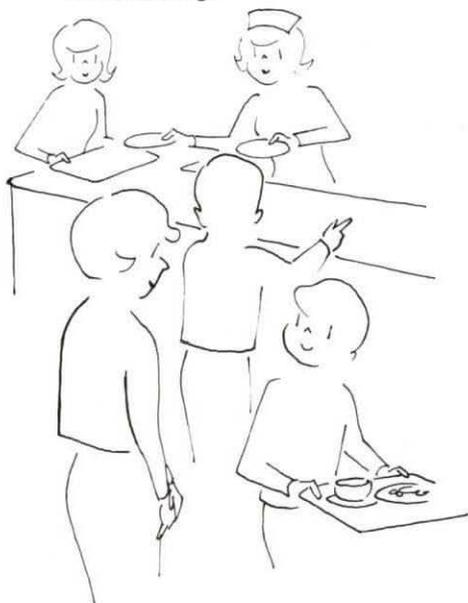
## 7 BUS or CORRIDOR MONITOR

- assists or replaces teachers in maintaining order in hallways.
- helps at bus loading points, seeing that safety measures are observed, guiding small children, etc.



## 8 LUNCHROOM HELPER

- assists in making things run smoothly -- may help with food preparation and service, or may help with menus and diet planning.



These are only a few typical services.

There are many other needs which volunteers can fill on the school team.

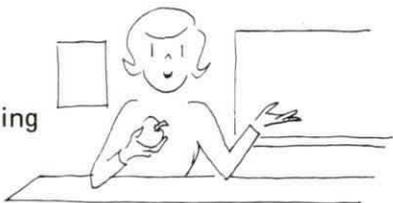
# For WHOM does a volunteer work?



School volunteers are  
"partners-in-education"--

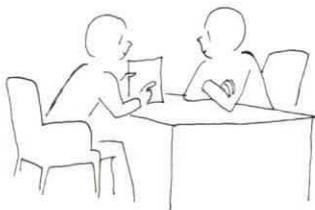
## 1 A TEACHER

-- usually the one to determine  
your hours and duties according  
to your availability.



## 2 A DEPARTMENT HEAD (or coordinator)

-- makes the assignments for  
some types of jobs.



## 3 AN ADMINISTRATOR

-- may be your "boss"  
for special projects.



In some school  
systems...



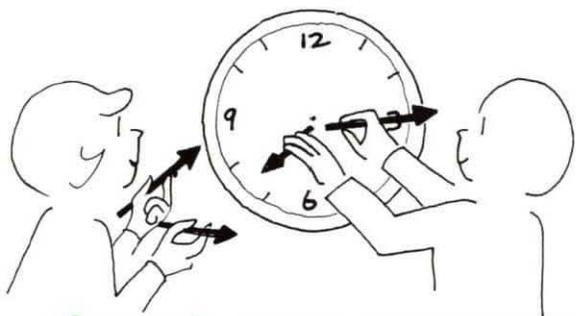
a "coordinator" is  
responsible for all volunteers  
and their assignments,  
as needed.



**WHEN**  
does a volunteer  
work?

It's up to you!

...a few hours a month or a few hours a **DAY!**



**HOURS ARE FLEXIBLE**

...you can arrange with your sponsor-teacher

**BUT...**

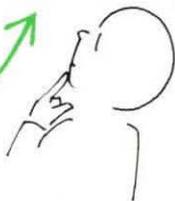
**DEPENDABILITY IS IMPORTANT**

...because each job  
is important, and  
**HAS TO GET DONE!**



...you must plan  
your time to fit  
the schedule to which  
you agree.

**SCHOOLS  
GO BY THE  
CLOCK**



... best of all--



### LEARNING NEW SKILLS

that may lead to a career working with children.

### LEARNING ABOUT YOUR CHILD

and his school world, which is changing every day.

### LEARNING ABOUT YOUR COMMUNITY

...its needs as reflected in its schools.



TODAY'S SCHOOL  
CHILDREN  
ARE TOMORROW'S  
ADULTS,  
WHO WILL SHAPE  
THE WORLD!

# So WHAT?



## Sooo...

- 1 **FIND OUT** about the volunteer programs in your school
- 2 **THINK OUT** the contribution you can make to a richer educational experience.
- 3 **GET OUT** and join your local educational team!

Over 2 million school volunteers today are working with 5 million children...

there's a place and a need for **YOU!**

