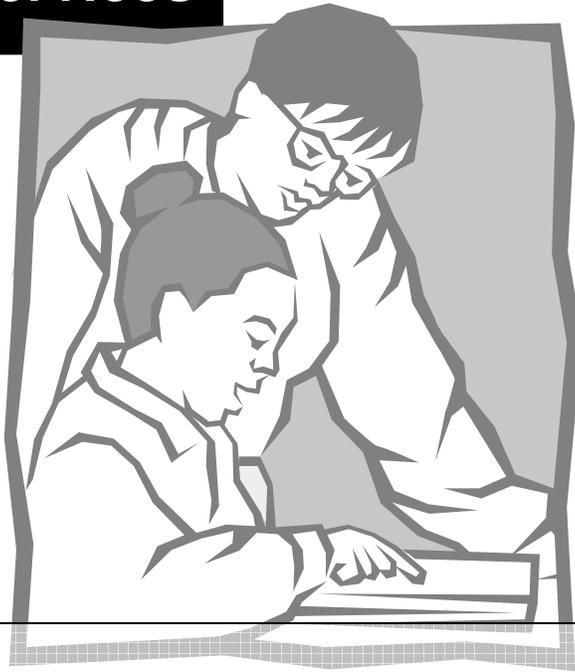


Volunteer Services



Volunteer

Site Orientation

2006-07

Volunteer Services

1006 W. Lake Street
Minneapolis, MN
55408-2895
Phone (612) 668-3880
Fax (612) 668-3945



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MINNEAPOLIS
PUBLIC SCHOOLS

School Volunteer Orientation

This orientation will cover information about volunteering in our school in general, and will help you better understand your role here.

Topics

Welcome

School Background Information

Report to the Community

Placement Information

Job Description

Placement Information

How to discuss expectations with staff

Classroom procedures

Materials, resources

School Logistics

Parking Information

Name Tags

Sign-in Procedures

Coat/purse storage

Weather closing information

Snow Emergency Parking Information

Cell Phone Policy

School Information Resources

Staff Introductions

Important Rooms & Offices

Daily Schedule

School Calendar

Bathroom locations

Fire Exits

Phone numbers & email addresses

How to find the volunteer liaison

School Tour

Welcome Letter Template

Dear Volunteer:

Thank you! We are truly grateful to have you here at _____. This packet of information will help you get acquainted with the school and your role as a volunteer here. Please read through it before you begin serving. If you have any questions, contact me.

The following are the logistical basics of volunteering at our school:

- When you arrive, enter at Door 1 and sign in on the visitor list at the front desk. They will provide you with a “guest” tag. You must wear it whenever you’re here.
- Before going to your classroom, come up to my desk and sign in at the “volunteer log.” This is required for all volunteers; it helps us accurately report the role of volunteerism in the school’s operations. Upon request, I can provide you with a record of your volunteer hours.
- If you wish, fill in the volunteer log at the back of this packet. It is not required.
- Be punctual and consistent in your attendance. If you cannot come in on a scheduled day, leave a voice message or email for the teacher.
- Develop a rapport with the teachers and students that you work with. Try to come a few minutes early to talk with your teacher, or stay after class. Communicate your expectations to the teacher, and ask her/him to explain theirs, as well.
- If, while you’re in the building, you have a question or concern about your work as a volunteer, please come see me in my office _____ (location).
- Let your teacher (and me too!) know in advance when you plan to leave our school. Say goodbye to your students. They will notice when you are gone.

Please know that I am here as a resource. I want to make your work at _____ as effective and rewarding as possible. My phone number is _____. You can also email me at _____. Thank you in advance for your time, energy, and dedication.

Truly,

Volunteer Liaison

Job Description Template

Title: 9th Grade Math Classroom Volunteer

Purpose: Provide class work support – assist and motivate students as they work through lesson materials.

Responsibilities/Tasks:

- Reinforce concepts presented by teacher
- Help students develop strategies for successfully completing assignments
- Promote critical thinking through discussion with students
- Model successful learning behaviors
- Support classroom policies and procedures

Qualifications:

- Background in academic content area
- Desire to promote academic success
- Experience working with adolescents
- Ability to work in a racially and ethnically diverse environment
- Ability to take initiative

Screening/Supervision/Training: All volunteers must complete a Volunteer Application form and provide two references to be contacted by the school volunteer coordinator. Volunteers receive an orientation and short training from the volunteer coordinator. Direct supervision provided by the classroom teacher.

Placement: Teacher name & contact information

Time Commitment: A commitment of four hours, spent over two days each week, is preferable, for the duration of at least one semester.

Benefits:

- Gain valuable urban education experience
- Work with students from diverse backgrounds
- Develop relationships with seasoned teachers

Contact: Volunteer Liaison, phone, email.

Placement Information Template

To: _____

From: _____

Date: _____

RE: Classroom Placement

Welcome to the Minneapolis Public School District! Having volunteers makes a tremendous difference to the success of our students. The students, teachers and staff appreciate the time you are giving to this school. Thanks for agreeing to be part of a community focused on the educational development of life long learners. Below you will find the placement schedule that we have talked about. If you have any conflicts please do not hesitate to contact me.

Teacher: _____

Room Number: _____

Phone Number: _____

E-mail: _____

Weekday: _____

Hour: _____

I look forward to working with you!
Thanks again,

Insert Liaison Contact info here

The First Conversation with Staff

In your first conversation with the teacher, establish the following:

Dates and times of volunteering:

Duration of volunteerism:

Classroom materials: (e.g. copy syllabus, borrow or view texts)

Best way to contact teacher:

Plan for routine communication:

What to do in case of absence:

Discuss your role in the classroom:

- **Your skills:** (eg: I have a strong background in earth sciences and would feel very comfortable helping students learn content material. -or- I used to teach an after-school study skills program at the YWCA. I would be happy to work with students who need help in that area.)
- **What you seek:** (eg: I would really like work one-on-one with students / have a chance to teach a mini-lesson / learn more about classroom management techniques through observation)
- **Teacher's needs:** What does the teacher need help with? It is often good to ask this after the you present your skills, because teachers may think of needs that pertain to the your specific interests and abilities.
- **Teacher's ability to support you, the volunteer:** This is perhaps the hardest topic, but it is important for you to find out how much of a relationship you can expect to develop with the teacher. Maybe the teacher is willing to lend out books, or let you read copies of student work. Maybe the teacher is willing to talk after class each week, or to communicate by email. **FIND OUT!**