

CENTER VOLUNTEERS

Code **IJOC-R** Issued **12/03**

Definition

Volunteers are parents or other adults who are willing to donate their services to the center by assisting with many phases of center operation.

Procedures

If volunteers are properly selected and handled, they can be an asset to the center. The center will follow these procedures.

- Thoroughly orient volunteers to the duties they are to perform. Supervisors may help with this whenever applicable.
- Give all volunteers some acquaintance with the overall operation of the center, including what the center expects of all persons who work with it. The orientation must include words of caution to the volunteers concerning confidentiality requirements.
- All volunteers are under the direct supervision of and accountable to the director or his/her designee.
- No one should give volunteers the authority to have access to student records. Volunteers may only see those records which pertain to their own children in compliance with policy JRA and administrative rule JRA-R.
- The director will make periodic assessments to ensure that the volunteers are working productively with students.
- Volunteers are helpers, and that only. The direction of students, particularly in strictly teaching areas, is the responsibility of the teacher and cannot be turned over to a volunteer.
- Health room volunteers are to work under the supervision of the director. Volunteers will follow center policy concerning first aid and emergency care.
- The director should commend, thank and publicly recognize volunteers whenever justified and possible.

Areas of use

Volunteers may be used in many capacities, including those listed below.

- providing exhibits
- assisting with field trips
- helping in learning centers, libraries, cafeterias, offices, etc.
- tutoring
- checking objective tests and workbooks

PAGE 2 - IJOC-R - CENTER VOLUNTEERS

- lecturing on special topics
- operating audiovisual equipment
- making graphs, charts, maps, flash cards, transparencies, etc. for classroom use
- inventorying book rooms; issuing books and other materials
- working in health room
- organizing parents for special projects
- acting as hostess or assistant hostess for center functions
- helping students with their work in the classroom
- helping with classroom housekeeping activities

Issued 12/9/03