

# VOLUNTEER

# PROGRAM

Educational Age  
International School

**2018 -2019**

**Vision:**

***Empowering learners with competence and the passion for lifelong learning to impact their community.***

**Mission:**

***To enlighten all learners with a standard-oriented curriculum that promotes positive life connections, in an inspiring and nurturing environment , based on the integration of technology and inquiry. We strive for our resilient learners to proficiently embrace the future.***

## **Overview of the Volunteer Program**

There's no better way to enrich the school community than by engaging parents and volunteers to share their special talents and knowledge with students, teachers and staff. The need for volunteers is unique to each school, but the need to find the best way to manage and cultivate the volunteer relationship is something we all share.

There are countless benefits that a well-run volunteer program can bring to your school:

### **For Students**

- Increased individual attention
- Increased self-esteem through knowing an adult volunteer cares about them
- More trust of adults through mentoring, tutoring .
- Bring Role Model

### **For teachers**

- More time for lesson planning, paperwork
- Another set of adult hands and eyes to monitor the classroom, provide assistance and help reduce discipline problems
- Access to the experience and talents of volunteers to enrich lesson plans

### **For staff**

- Assistance in filing and managing paperwork
- Provide assistance with answering phones or greeting visitors

### **For the school**

- Access to a team of community ambassadors to advocate for your school
- Access to the volunteer's community/business relationships for needed resources

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- Access to a team of stakeholders to advocate for curricular and extra-curricular program in the school

## **Objectives of the Volunteer Program**

- Supports Academic Achievement and goals through providing assistance to the teachers.
- Increase Children's Motivation for Learning.
- Strengthen School's relation with community members and engagement through positive participation.
- Promotes external involvement by actively supporting and seeking collaboration.

## **Creating a Volunteer Program**

To create a powerful Volunteer Program, the school will be following the following steps. Each *item* on this checklist will be addressed:

1. Volunteer Coordinator
2. Need Assessment Survey
3. Volunteer Application Form, Job Description, Recruitment and Screening Strategies
4. Training
5. Reporting System
6. Volunteer Recognition and Evaluation

### **1. Volunteer Coordinator**

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The principal or Staff Volunteer Coordinator will be responsible for the overall management of the program. This person or persons should have a strong working relationship with both school administration and the Teacher.

## 2. Need Assessment Survey

The Principal, Coordinators, teachers, staff and parents will be involved in a survey about the major areas in the school that would benefit the program ([A Need Assessment Survey Format in provided in Annexure 1](#)). The Survey will not only be filled by the Teacher but also the entire School Staffs

## 3. Application Form, Job Description, Recruitment and Screening Strategies

After the needs identified by the Survey, The Volunteer Coordinator will break down the broad area into specific job titles and Roles. The School will supply Diverse and Creative Variety of Options to attract more Volunteers. While Creating the Job Description the following things will be considered:

1. Position Description
  2. Length of Time
  3. Amount of Hours to Volunteer
  4. Suitability for each Age Group
- Management will assign roles according to School needs

The Volunteer Application Form will be filled and the interviews will be done according to their interest and specialty

A detailed background check will be done for all the volunteers who have unsupervised contact with the students.

([Position Description Worksheet is in Annexure 2](#))

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## (Volunteer Application Form Annexure 3)

### 4. ORIENTATION

Keeping in mind that no one volunteers to do a bad job and a volunteers' success depends largely on how well they are trained and supported by our school.

A time and date will be determined for orientation that is convenient for the Trainer and the volunteer. Volunteer will be given a copy of the job description. The training will be built according to the volunteers' experience. The Trainer will also make sure the volunteer understands applicable school policies and procedures.

### 5. Reporting System

All Volunteers will check in and out at the front office ([Sign in and Out Format is in Annexure 4](#)). Volunteers will wear nametags to help them get identified easily.

### 6. Volunteer Recognition and Evaluation

- Recognition starts with placing volunteers in the positions most suitable for their talents and interests. Job satisfaction is a great reward. The School will make sure each volunteer is placed according to her expertise
- Volunteer will be provided with Volunteer Appreciation Certificates each month.
- The Best Volunteer will also be recognized by the school with the honor of “Best Volunteer of the Month Award”

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To evaluate the Program, an Evaluation form will be distributed to the Volunteer to document her engagement in the school Volunteer Program which will determine the feedback and effectiveness of the Program in the school.

(Volunteer Evaluation form is in Annexure 5)

An Evaluation form will also be handed over to the teachers and Staff with whom the Volunteer have been working to improve the Program.

(Teachers and Staff Evaluation Form is in Annexure 6)

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