



Volunteer Characteristics, Responsibilities and Guidelines

Volunteer Characteristics

- Honest in approach and attitude
- Patient when working with students
- Flexible in responding to the needs of students
- Prompt, dependable
- Friendly
- Supportive of administration and teaching staff
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child
- Willing to be discreet, sincere, dedicated
- Able to recognize the child's need to improve self-image and independent learning habits
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Volunteer Responsibilities

- Volunteers will telephone the school if unable to attend at the scheduled time.
- Volunteers will sign in and out in the school office while visiting the school building.
- Volunteers will keep information about students and teachers confidential unless disclosure to proper authorities is required by law. Any information that indicates a student may harm her/himself or another person must be reported to the teacher or school counselor. If the student reports that he/she has been abused, that information must be reported to the proper authorities, the teacher or school counselor. This information must not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refrain from using or possessing or being under the influence of alcohol or illegal drugs.
- Volunteers will refrain from smoking while volunteering.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.
- Volunteers will obey all laws and regulations, including traffic laws.
- Volunteers will obey all school policies and regulations.



Volunteer Guidelines

- Volunteers are dependable and punctual.
- Volunteers work under the direction and supervision of a member of the school staff; the relationship is to be one of mutual respect and confidence.
- Volunteers will support teachers. Teachers are responsible for content and instruction in the classroom.
- Volunteers will work within the rules of the school, as set out by the principal.
- The volunteer will maintain appropriate adult behaviour at all times and will expect age-appropriate behaviour from the child.
- The volunteer will always treat the teacher, child, child's parent(s), guardian(s) with respect and will not criticize nor make negative comments.
- The volunteer will exhibit behaviour that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and will not make any comments that can be construed as racist, sexist, or bigoted. Volunteers will respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers will be generous with praise and courteous with criticism.
- Volunteers will be willing to discover interests and strengths of each student and will be able to generate enthusiasm about each student.
- Volunteers will recognize the student's need to improve self-image and independent working habits.
- Volunteers will be willing to communicate regularly with the staff, discussing concerns with the teacher or supervisor.
- Volunteers will not:
 - promote any commercial products.
 - promote any religious-specific doctrines, or beliefs.
 - promote any political candidates or parties.
 - lend money to students nor indulge students with gifts, money or food.
 - touch a student, staff or other volunteer in a sexual or other inappropriate manner.
 - use profanity in the presence of a student, staff or other volunteer.
 - drive any student without prior approval by the school board in accordance with their school transportation policy.

Form Revised: June 5, 2003