

## **WELCOME TO THE HOLY SPIRIT VOLUNTEER PROGRAM!**

Holy Spirit Catholic School welcomes you as a participant in our Volunteer Program. Your interest in our students and our School is appreciated, and we hope that the time you spend in our school will be fulfilling for you. We know from past experiences that the support of volunteers in our school has been beneficial to our students and teachers. Be assured that we are all richer because of your willingness to participate in this program.

This volunteer pamphlet is intended to offer you an overview of the duties and the responsibilities of the volunteer. This booklet may not answer all of your questions, but we hope that it will help you feel more comfortable as you begin your volunteer assignment with Holy Spirit Catholic School.

If you have any questions concerning any phase of the volunteer program in your school, please do not hesitate to contact our school volunteer coordinator or school principal.

### **WHY SHOULD I VOLUNTEER?**

The whole community has a strong investment in the future of our children. The mission of Holy Spirit Catholic School is to educate the whole child. We want our students to grow spiritually, morally, intellectually, physically and aesthetically. As a volunteer, your positive participation will directly help enhance and diversify the learning opportunities of students. As a supportive adult role model, you can assist students in developing a more positive attitude toward academic achievement and life-long learning.

Through the Volunteer Program, volunteers assist teachers and school staff in three ways:

1. Helping students through activities which
  - enhance their self-concept
  - provide more individual attention
  - provide a larger variety of teaching resources and activities

2. Helping teachers by enabling them to
  - enrich the curriculum
  - have more time for individual students
  - perform other tasks such as classroom planning
  - provide effective reinforcement activities
3. Strengthening school-community relations by
  - building closer ties with the community
  - learning more about school programs and effort
  - sharing time and talent with the school

### **GUIDELINES FOR HOLY SPIRIT CATHOLIC VOLUNTEER PROGRAM**

To assist us in the operation of our volunteer program, Holy Spirit Catholic School has established the following set of guidelines:

1. Within Holy Spirit Catholic School the role of volunteers is viewed as a supportive one. Volunteers are not here to supplant paid staff, but to support and supplement work that is already being done within our school.
2. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in his or her classroom.
3. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks, made comfortable in the school and made aware of the significance of what they do.
4. Each volunteer has the right to refuse a task if they feel that they are not properly prepared to do what it required. It is the responsibility of school personnel to give volunteers adequate on-the-job training where necessary.

5. After an initial orientation, volunteers should direct their questions or concerns to the staff member with whom they work. If adequate answers are not given, then the volunteer should consult with the principal or volunteer co-ordinator.
6. The achievements of students are to be valued and their rights preserved. In the course of their service at Holy Spirit School, volunteers may learn personal facts about students, their families and their problems. As a result, volunteers must agree to keep this information confidential and not to discuss it with people in, or outside of the school, other than the principal or the volunteer co-ordinator. If family, friends or parents ask a volunteer about their work, the volunteer should feel free to talk about the activities that they performed, but they should refrain from sharing specific information about students, the teachers or the school.
7. There may be circumstances where a volunteer is assigned to tutor or work closely with one or more children. Volunteers are asked to refrain from discussing any child's progress with their parents. It is solely the teacher's responsibility to report to the parents. If a volunteer is contacted by a parent they are advised to simply direct the parent back to the child's teachers. It is up to the school to inform parents when a child is receiving tutorial assistance.
8. The school asks all parent volunteers not to use their presence in the school as an opportunity for a parent-teacher conference. Teachers need a break too, especially at recess and lunch. If a parent volunteer wishes to speak to a teacher about their own child, they are asked to make an appointment to come in at another time.
9. All school volunteers have the right to expect proper respect from students. Discipline is the responsibility of the teacher and is not the role of the volunteer.

If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher. Volunteers are advised not to touch or intervene in any other manner to stop inappropriate behavior.

### HOW DO VOLUNTEERS HELP?

Volunteer tasks vary depending on the needs of a particular school; however, the following are some examples of areas where volunteers may assist:

**General Classroom Help:** Assist by performing tutorial, clerical and reinforcement tasks under the direction of the classroom teacher or other school staff.

**Remedial:** Students with learning problems require extra help and attention, either individually or in small groups.

**Library:** A busy library needs volunteers to assist students in locating materials, preparing library cards, rebinding books, helping with circulation tasks and re-shelving books.

**Computer Assistance:** Help to introduce students to computers and guide them through educational software programs.

**Special Education:** Programs for the learning disabled or developmentally delayed require volunteers to provide special assistance.

**Field Trips:** Volunteers are always needed to assist on field trips or excursions. We are always looking for drivers to save busing costs. It is necessary to have one million dollars in insurance to do this. Simply leave a copy of your insurance at the office.

**Special Interest Presentations:** A school may need volunteers to speak to classes or groups on topics relating to occupations or community interest. These volunteers may provide enriching experiences for classes, small groups or assemblies.

### HINTS FOR WORKING WITH STUDENTS

- A student's name is very important. Make sure you say the student's name the way the student wants it said. Learn to spell the name correctly.
- Help to build the student's self-confidence. Praise him or her honestly and frequently. Remember attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
- Show that you are interested in the student as a person. Listen carefully to what the student has to say.
- Be sensitive and responsive to the feelings of students.
- Treat all students fairly and equally. Try not to pick favorites.
- Encourage students to ask questions and make responses.
- Students make mistakes. Let them know that making mistakes is a part of learning.

# Holy Spirit Catholic School

- Volunteers are expected not to discuss school personnel in the community and should take any concerns they may have regarding a specific staff member or other volunteer to the principal or the volunteer co-ordinator.
- The aim of the school staff is to build a caring Catholic community in which students and teachers can work to ensure that each student feels that he or she is an important and unique human being. With this as our underlying philosophy, volunteers are expected to try their best to help build a school climate which will reflect the Catholic Christian commitment of the school.
- Remember that all parent volunteers at Holy Spirit should have a police record check completed to enable you to volunteer at the school. This can be done at the Devon RCMP office and is free of charge for school volunteers.

### VOLUNTEERS ARE SPECIAL!

As a volunteer of Holy Spirit Catholic School, you are a special person performing a very significant job. Even though your job is a volunteer one, the commitment and responsibility are professional. Please remember that your contribution is greatly appreciated as you are providing a much needed service.



*Everybody can be great  
Because anybody can serve  
You don't have to have  
a college degree to serve.  
You don't have to make sure  
your subject and your verb agree to  
serve.  
You don't have to know about  
Plato and Aristotle to serve.  
You don't have to know  
Einstein's Theory of Relativity to serve.  
You only need a heart full of grace;  
A soul generated by love.*

*Martin Luther King Jr.*

## The Spirit is a Movin'



A PAMPHLET FOR HOLY SPIRIT CATHOLIC  
SCHOOL VOLUNTEERS