

“

These programs have meant so much to me as to my students. I can see the personal growth and academic achievements among my students as a result of the volunteers. I have used Boston Partners in Education for many years, and I truly appreciate the quality help I receive from them.

”

— Third grade teacher, Holland School



FOR TEACHERS

WORKING EFFECTIVELY WITH VOLUNTEERS

Understanding the volunteer's background

- Learn about his/her educational background
- Be aware that school may be a new environment for the volunteer
- Recognize the volunteer's desire to help
- Become familiar with the volunteer's previous experience with children

Providing for the volunteer's needs

- Make certain that the volunteer is aware of the location of restrooms, office, library, cafeteria, and nurse's office
- Provide the volunteer with information related to the class schedule and the school year calendar
- Provide space for the volunteer to put personal belongings (e.g., coat, purse)
- Provide space for the volunteer in the classroom
- Exchange e-mail addresses and/or cell phone numbers with the volunteer

Involving the volunteer in the classroom

- Plan for an appropriate introduction of the volunteer to her/his student(s)
- Inform the volunteer of the classroom curriculum
- Give the volunteer specific tasks and clear expectations when working with her/his student(s)
- Share academic knowledge about the student with whom the volunteer is working to enhance tutoring
- Provide a consistent time to discuss the volunteer's involvement, share experiences, respond to concerns, and give feedback
- Provide support to the volunteer directly and in front of her/his student(s)
- Let the volunteer know you recognize her/his contributions
- Note areas in which the volunteer needs to develop in order to be more effective in the classroom and share this input with her/him

A is for Academic Achievement!

BOSTON PARTNERS
IN EDUCATION

www.bostonpartners.org