

“ 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!

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