

Volunteer Duties

Volunteers assist in many ways that support our students, schools, and programs, serving learners from preschool age through adults. From ongoing to one-time events, in direct service to learners to behind the scenes--each volunteer's contribution is appreciated and makes a difference. Volunteers add value working with students **at all ability levels** by providing extra help for individualized instruction. Here are examples of volunteer opportunities:

1-1 Helper: One-to-one volunteers focus on either tasks being completed that day in class or areas in

which the learner needs extra attention

- Provide homework assistance
- Literacy partner: read with student, work with flash cards, spelling, writing skills
- Math partner: flash cards, use math manipulatives, number lines, number cubes
- Science: assist with experiments
- Provide extra conversation time for learners who are learning English
- Provide more challenging work for advanced learners
- Assist with childcare
- Expand critical thinking skills: logical thought process, analysis, and problem-solving to reach a goal
- Assist a student who may have a special need for an upcoming event (i.e., driving test, job interview)
- Help student find materials in the Media Center for reading or research
- Assist with computer skills



Floating Volunteer: Volunteer circulates through the classroom to assist with students' progress

- Focus on grammar, spelling, pronunciation, vocabulary building
- Check for general understanding of task
- Correct error
- Check for comprehension
- Answer questions
- Monitor individual, pair, or group activities and report progress/problems to teacher

Small Group Leader: Work with a small group of learners on either tasks being completed that day in class, or areas in which the learners needs extra attention.

- Lead pre-work and follow-up activities for writing, special projects
- Facilitate a discussion
- Monitor a game
- Lead reading groups
- Facilitate group project
- Assist in demonstrations (mock role-play, directions to a game, etc.)

Clerical Support or Classroom Helper: Assist with office duties; provide teacher prep support

- Hand out papers, supplies, etc.
- Make copies, collate
- Set up projects, organize materials, stock supplies
- Create supplies for activities (i.e., cut out items, laminate pictures, collate materials)
- Put up bulletin boards
- Write, edit, and maintain website or newsletter

One-time Events: Provide assistance for special events or projects

- Speaker on special topic, occupation, etc.
- Check-in, take tickets, direct participants
- Help at activity station
- Assist with building and grounds beautification- weeding, planting, painting
- Provide vision screenings for elementary school students