



Expectations for Supervisors of Volunteers

*Thank you for your interest in working with our community volunteers.
We so appreciate your support!*

As a supervisor, we ask that you:

- Read volunteers' profile to learn of the volunteers' interests, availability, experience, physical limitations, etc.
- Confirm supervisor, schedule, duties, and start date with VIP once this is established
- Make arrangements for the volunteers' first day for someone to welcome them, show them where to sign in, and direct them where they need to go (sign in at high schools is at the foyer security office)
- Provide a brief orientation of volunteers' responsibilities and give them direction as what you would like volunteers to do. Provide feedback to the volunteer so that the volunteer knows if his/her performance is complying with your expectations and can make adjustments, if necessary.
- Instruct volunteers what to do when they first arrive if you are busy with students
- Let volunteers know which bathrooms are for adults, where to put coats, purse, etc.
- Complete a brief, confidential survey in the spring on their performance
- Be mindful that volunteers need to be in line sight of a staff person while volunteering in compliance with district policy
- Decide on a plan together for communication when volunteer might be absent or you will not need the volunteer due to conflicting schedules, school closings, etc.

Jill Kaufman

Coordinator

Volunteers In Partnership (VIP)

(763) 504.6991 FAX: (763) 504.4945

jill_kaufman@rdale.org