



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 volunteers' interests, availability, experience, physical limitations, etc.
- Confirm supervisor, schedule, duties, and start date with VIP if you are coordinating independently
- Make arrangements/notify office for the volunteers' first day so someone can welcome them, show them where to sign in, and direct them where they need to go (sign in at secondary schools may be at the foyer security office)
- Preparing materials and tasks ahead of time is helpful. Feel free to talk with the volunteer outside of the school day if time does not allow during their volunteer shift.
- 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. This can be in the hallway or media center if your classroom is too distracting.
- 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.
- If you will not be at school, either cancel your volunteer or give instructions for your substitute.
- Notify the VIP Coordinator for any assistance or questions. We prefer to tweak placements if necessary or any other topics of discussion rather than uninvite or excuse a volunteer.
- Show appreciation. Volunteers want to know they are appreciated and that they are making a difference. A simple card or picture from students is especially meaningful. Kee in mind that your encouraging words will go a long way.

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