



The Administrator's Guide to Working with Catholic School Volunteers

Helpful tips for Working with School Volunteers
Form for Teachers to request Volunteer Support
Form to attach to projects done outside the classroom

Resources :

Volunteers in Catholic Schools: An Administrator's Guide to Legal
Considerations, Sr. Mary Angela Shaughnessy, SCN, J.D., Ph.D.
National Catholic Educational Association, (1993)

Catholic Schools and Volunteers: A Planned Involvement; NCEA

WORKING WITH SCHOOL VOLUNTEERS

It is important that school volunteers learn about and understand the school's mission, values, history and culture. Doing so helps volunteers to feel they are a part of the school and increases their sense of belonging and commitment.

Volunteering serves both the school and the volunteer. Do not underestimate the benefits to the volunteer. Deepening friendships, meeting new people, maintaining significant ties to the school, and being involved in their children's education give volunteers a sense of pride and mission.

SOME HELPFUL TIPS FOR MANAGING VOLUNTEERS EFFECTIVELY

A. Identify

- Call the volunteer by name. Do not “ask for volunteers”, instead identify the skills needed for a job and recruit someone with those skills. Let the volunteer know what gifts and skills that you see that they bring to the committee or task.

B. Orient

It is VERY important to host a volunteer training and orientation meeting.

- Treat the volunteer position as a professional position by providing volunteers with training. Assign an experienced staff member to lead the training and make it **mandatory** before the volunteer can begin the job. (This could be waived for volunteers returning for another year of service.)
- Make the volunteer feel welcome. Be hospitable by offering beverages or treats if appropriate, and show the volunteers around the building.
- Show the Professional Ethics video. (Archdiocesan Library)
- Give out forms for background checks. (Retain list of volunteers who have been cleared – do not have to do again unless there is a break in service.)
- Provide Volunteer Handbook and discuss.
- Provide basic information about appropriate dress, parking, keys, restrooms, files, work space, etc. to make the volunteer feel comfortable.
- Provide job descriptions with expectations as to time and skills required.
- Keep volunteers informed, especially volunteers who are not parents, by sending newsletters, annual reports, and invitation to events.
- Provide a work space and the appropriate materials they will need to get the job finished, e.g., computer, phone, writing materials, etc. With major committee or group chairs, provide a place to receive mail and other communication, and to store their materials.

C. RECOGNIZE

- Give them opportunity to upgrade their skills by attending a workshop for example: recognizing and working with different learning styles or computer skills
- Give them student made thank you cards. Send them a birthday card.
- Really recognize volunteers by letting them know what a good job they are doing and how their work is supporting the school. Recognize them publicly –in the school newsletter and parish bulletin and alumni newsletter. Send a press release to the paper when the school reaches 5000 hours of volunteer time for the year with a list of volunteers.
- Volunteer who enjoy volunteering at your school, will also be ambassadors for your school in the community, and will be models for community service to the students. Their contributions are immeasurable!

RECRUIT

- Include questions on the student registration form about skills and interests of parents. Keep a database of people with certain skills.
- Ensure that every major committee has new representation

Teacher: _____

It is time to assess volunteer needs in the classroom. Fill out the chart regarding how volunteers can support your important efforts. If you plan on having volunteers in your classroom or working with students in small groups, these volunteers need to come to the volunteer meeting next week _____.

Volunteer Ideas:

- Classroom help
- Computer Lab support
- Correcting
- Filing
- Volunteer room projects (sent with directions)
- ETC.

TYPE OF JOB	TIMES	DAY (S)

Teacher Volunteer Request Form

Grade: _____

Teacher: _____

Project Directions:

See attached sample _____

Materials Needed: Please circle

Markers

Pencil

Scissors

Yarn

Glue

Construction paper

Contact Paper

Hole Punch

Ruler

Other: _____

Completed by: _____