

Volunteer Contract and Job Description



Position Title: Kid's Program Volunteer

The parties to the contract: St. Anna's Episcopal Church
And

(**PRINT** Volunteer Name) _____

Place of work: 1313 Esplanade Avenue, New Orleans, LA 70116 or other designated location

Work will commence on or after: _____ (today's date).

Pre-employment Requirements

- Completion of required paperwork for Volunteer
- "Safeguarding God's Children" training (unless documented as completed within last 3 years)
- Reading of Anna's Place NOLA Mission Manual

Type of Work: Class/Student session Transportation Other: _____

Scope of Work Includes:

All Volunteers:

- Sign timesheet IN and OUT daily
- Keep track of all supplies and store them properly each day in the designated area
- Keep all floors, walls, tables and other furniture clean and free of paint, glue, etc.
- Record kid's behavior daily on forms supplied
- Report behavior, academic, or other student issues to Operations Coordinator/Director of Arts
- Assist in completing Incident Report with Operations Coordinator or Director(s) as needed
- Read emails/text messages from Directors/Operations Coordinator; respond in a timely manner
- Maintain open conversation with Operations Coordinator or Director(s) about student progress
- Other activities as instructed by the Operations Coordinator or Director(s)

Volunteers working in program preparation and/or delivery (not an exhaustive list):

- Setup and cleanup of program areas, including proper storage (i.e., tables, chairs, supplies)
- Check-in students to program and/or Check-out students to parents at day's end
- Supervise students during general assemblies, recess, snack and lunch/dinner or field trips
- Managing the flow of students between classes
- Assist Teachers with class activities, student assessments, student discipline during class
- Be a 1:1 Reading-Buddy with student
- Assist students in computer lab, on pen pal letters, school projects, and computer literacy
- Assist students with homework completion
- Kitchen cleanup after snack and lunch/dinner
- Cleanup of general areas (sweep, empty garbage, wipe walls/tables, etc.)
- Telephone communication to parents or others about events or changes in schedule
- Assist Operations Coordinator or Director(s) with program paperwork, data collection
- Ride in vehicle when transporting children to maintain order so driver can focus

Volunteers working in a Class Instructor / Assistant role (not an exhaustive list):

- Establish a curriculum and Lesson Plans approved by the Director of Arts no later than 2 weeks prior to the start of the semester
- Develop and implement a Pre- and a Post- Assessment for your curriculum to be approved by the Director of Arts no later than 2 weeks prior to the start of the semester
- Arrive approximately 10-15 minutes before the start time of the first class to set-up and allow approximately 5-10 minutes after the end of the last class to clean up and store supplies.
- Teach classes per agreed upon schedule

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- Turn final reports/data into Director of Arts/Director of Mission no later than one week after the end of the semester

Restrictions:

- The use of glitter is prohibited
- Drop-cloths, table covers or other items must be used to prevent paint, glue or other substances from getting on furniture, floors, etc.
- Cutting boards will be used for food preparation – no cutting directly on counter tops/tables.
- Nothing is to be hung on walls without prior approval of Operations Coordinator or Director of Arts. (The use of tape and push-pins damages walls)
- We promote healthy eating and prohibit unhealthy snacks by kids and staff alike. No chips, candy, soft drinks, etc. If you bring your lunch it must be healthy or be eaten away from kids.
- Do not bring food for kids or share food with kids unless previously approved by the Operations Coordinator or Director of Mission/Wellness

Pay: This is a Volunteer Position; there are no compensation or workplace benefits for work done.

Workers' Compensation Insurance: will be provided. will NOT be provided.

Absence from work: Volunteer is responsible for contacting by Text (preferred, INCLUDE YOUR NAME IN TEXT) or phone, the Operations Coordinator at (504) 507-0146 in the event you will be absent or late for scheduled work. You should contact Operations Coordinator as far in advance as possible, but at least **48 hours prior to a planned absence/tardy and 4 hours prior to an unplanned/emergent absence/tardiness**. Volunteer will leave a voicemail or text if the Operations Director does not answer a call. Repeat the text or call until you get a response.

School Required Volunteer Hours: If you are volunteering with us for school-required courses or hours, your commitment to Anna's Place NOLA may be longer than/more hours than your course requires – **Anna's Place expects you to honor your full commitment**. We will inform your school of absences, tardiness, issues regarding your work and/or behavior and failure to honor your full commitment, which may negatively affect your grade for this program.

Termination of Contract: Should either party wish to terminate this contract, for reasons other than gross misconduct, a minimum of two weeks' notice will be given the other party in writing.

Workplace Standards: Volunteer is subject to the same standards as regular employees. A copy of the St. Anna's Employee/Volunteer Handbook will be given to Volunteer indicating these standards. This handbook is meant as a guide for general work ethics and rules and is not meant to be used as part of this or any contract.

Reports to: Director of Mission or his/her designee

I agree to the terms and conditions of this Contract/Job Description and acknowledge that I have received a copy.

Signature of Volunteer

PRINTED name of Volunteer

Date