

MATH ADVENTURES & WORD PLAY 2021-2022

VOLUNTEER STAFF GUIDELINES

Math Adventures & Work Play (MAWP) is designed to be a fun and valuable learning experience for everyone. In order to ensure the safety and well-being of all the children who participate in the program we have developed some guidelines that will enable us to support our volunteers. This structure will allow us to continue our mission of providing educational enrichment in the areas of mathematics and writing.

In response to the COVID-19 pandemic caused by the novel corona-virus MAWP has gone virtual. Going virtual requires that we change our program to make it suitable for creating an effective online learning environment. Below are instructions for our volunteers (tutors) on how to register for the program and for each virtual session and how tutors will engage with students.

Program Hours of Operation – Saturdays 10:30AM –12:00PM

Volunteer Hours - Saturdays 10:00AM – 12:15PM

It is important for a volunteer to login promptly at 10:00AM for their assignment (e.g., tutoring), to have an opportunity to meet one another and discuss any concerns or new ideas about the program.

MAWP Basic Rules of Operation

- ✓ Sessions open on Saturdays from 10:30AM to 12:00 noon, so please login on time (10:30AM) to work on math, reading or writing.
- ✓ Volunteers must register using the volunteer online registration form at www.mymawp.org to participate in the program and provide basic educational background and contact information.

St. Mark's Episcopal Church

118 CHADWICK ROAD TEANECK, NEW JERSEY 07666 TEL: 201-836-7275



- ✓ Volunteers must register online (www.mymawp.org), the Thursday before each Saturday session they seek to volunteer on. For example, if a volunteer plans to tutor on the Saturday, October 10th, 2020 MAWP session, they must first register on Thursday, October 8th, 2020 for the Saturday session.
- ✓ Upon successful registration (on the Thursday before) the MAWP team will send to the volunteer via e-mail a link that will allow them to join the subsequent Saturday session. (Note, the link is unique to that session and cannot be used to access other sessions).
- ✓ Student Volunteers who seek Community Service credit should submit their "Community Service Logs" with their Thursday registration. A fillable electronic log (e.g., PDF) would be most helpful.
- ✓ For the sake of safety and effective engagement all participants (e.g., students, tutors) must be visible (video on) during all MAWP sessions.

Children learn best in an environment that they feel welcomed to, comfortable and safe in. Therefore, here are a few tips for working with our children:

- Smile when possible and often as practical;
- Identify yourself and be sure your name is visible so they know who is speaking;
- Address them by their first name, and if you don't know ask;
- Ask them what they are working on and if they need some help;
- If after you begin working with a child and you find that the assignment is something you are unfamiliar with or not good at, seek out other volunteers for assistance;
- Any feedback you provide the child should always be positive and encouraging;

We look forward to working with you
and
thank you for volunteering to help the children, the young scholars.

St. Mark's Episcopal Church

118 CHADWICK ROAD TEANECK, NEW JERSEY 07666 TEL: 201-836-7275

