

MATH ADVENTURES AND WORD PLAY ST. MARK'S EPISCOPAL

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 that participate in our 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.

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

Volunteers Hours - Saturdays 10:00AM - 12:15PM

It is important for our volunteers to arrive promptly at 10:00AM to firstly, help with setting up the work area and secondly, to have an opportunity to meet one another and discuss any concerns or new ideas about the overall operation of the program. Additionally, helping out and the end of the day with taking apart the work area is truly appreciated. The more people that help, the quicker we all get to leave.

Student Volunteers who are here for Community Service should bring their "Community Service Logs" with them on the very first day and every week after for sign-off.

Lastly, 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 as you approach the child;
- Wear a name tag, so they know who is speaking to them;
- Address them by their first name, and if you don't know it or see a name tag offer them one;
- Ask them what they are working on and if they need some help;
- If the child seems to be completing their work on their own, let them know you are willing to come back if they need you and move on to another child or assignment;
- If after you begin working with a child and the assignment is something you are not familiar with or good at, seek out other volunteers for assistance;
- Any feedback you provide the child should always be positive and encouraging;
- Be mindful of touching the children. Even the slightest gesture of endearment can be misconstrued as inappropriate.
- Use the handicapped bathroom, during the times our program is in session.
- Be certain that all children are engaged in a Math, Reading or Writing activity. Any other activity is discouraged, i.e. video games.

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