

**Volunteer Duties: Weekly and Occasional Volunteers**

*HYPE is an after school enrichment program aimed at providing a fun, safe and supportive environment for underserved children to explore and grow in academic and personal development.*

**Volunteer Summary:**

As a HYPE volunteer, you play a key part in a child’s success. Your primary role is to be a tutor and mentor to the participants. You will do this by:

* Assisting with homework given by the school
* Providing extra tutoring in reading and/or math during the academic enrichment time after homework is complete
* Helping facilitate reading enrichment and special activities
* Mentoring students to become respectful, self-disciplined individuals
* Engaging with families on quarterly Family Nights

**Time Commitment:**

Volunteers will arrive at the church at 3:30 PM to check-in in the Oasis room, get their nametag and prepare for the children to arrive. You will then remain engaged with academic enrichment and activities until 5:30 PM when the students leave.

**Schedule and Responsibilities:**

**3:30-3:45 - *Volunteers Arrive***

Check-in in the HYPE room on the third floor, read classroom chalkboard, help prepare the rooms and activities if needed. Connect with other volunteers!

**3:45-3:50 - *Student Buses and Teachers Arrive***

Teachers and volunteers will be downstairs prepared to meet students.

Teachers and volunteers and students will ascend to the 3rd floor by age level.

**3:50-4:10 – *Journaling and Bathroom***

Teachers will escort children into their rooms, have them set down their things, use the bathroom as needed, and begin their journals.

We will need at least 2 volunteers to supervise the bathrooms during this time.

Volunteers can assist with journaling, encouraging correct spelling and grammar, while also engaging in conversations about the journal topic with the students.

Some days journals are replaced with other activities. Directions are always posted on the classroom chalkboards.

**4:10-5:00 – *Academic Enrichment***

As students complete their journals, they will immediately begin homework in their rooms. Volunteers and teachers will be present to assist with homework and check for accuracy.

This is a time that ‘tutoring’ can occur if a volunteer wants to work with a child one-on-one on specific skills if their homework is complete.

**5:00-5:25 *Math Enrichment/Reading Enrichment/Cultural Enrichment***

Monday – Math Enrichment (small group games/practice/tutoring)

Tuesday & Wednesday – Reading Enrichment

PK, K, 1 – read alouds (storytellers always needed!), and children reading with ‘reading buddies’

2nd & 3rd – Reading with ‘reading buddies’ and playing reading comprehension games

4th & 5th – Independent reading with comprehension responses, volunteers needed for accountability and books talks

Thursday – Cultural Enrichment

Arts projects, cooking projects, gardening, science experiments, group exercise, writing challenges, poetry, etc.

**5:25-5:30 *Students Dismissed***

Volunteers & teachers will prompt students to clean up their areas, pack up their backpacks, and head downstairs to the buses.

**General Responsibilities**

* Be a positive presence and role model for HYPE participants
* Communicate with HYPE director and/or Director of Volunteer Development about days you will attend or cannot attend
* Adhere to risk management policies as discussed in the FUMC Risk Management Video. This includes refraining from being alone with participants in classrooms, bathrooms etc.
* Please do not take photos of participants on personal devices (cell phones, cameras, etc). Any photos wanted must be cleared by HYPE Director.
* Communicate with teachers for specific instruction on working with certain students
* Should you choose to bring a treat for the students, please bring enough for the entire group or the age group you work with. If it is for a smaller group, be sure to have them out of sight of the other students or put in their backpacks until they go home