

## **Summer Camp 2017**

### **Instructions for the Volunteers**

#### **Sign In**

When you arrive, all volunteers must sign in by logging in the time on the volunteer log sheets and notify volunteer coordinators. You must wear badges (in the log folders) at all times during your shift. Your backpacks and personal belongs can be stored under the desks in the library.

#### **Sign Out**

1. When you are done for the day, it's your responsibility to record volunteer hours and the total hours accumulated up to that day. Make sure the total hours per week should not exceed 15 hours.
2. Before you leave the program, make sure to obtain a signature from a volunteer coordinator.
3. Return the name badges back to the folders before you leave.

#### **Duties and Tasks**

**Check with a volunteer coordinator (prior to your arrive or after you sign in) to clear your duties and tasks for the day.** Duties and tasks may change to accommodate the program's needs.

The major duties and instructions include:

- **Sign in/Sign out desk**

Sign In:

1. Greeting families
2. Making sure parents or guardians sign their children in with full signatures and time
3. Scan students' badges

**Note: Do not add or edit any names on the sign in sheets.**

Sign Out:

1. Greeting families
2. Retrieve the students from their classes and hand them to the parents

- **Before and After class**

When you are assigned to be in the library before class begins (8:30-9:00 a.m.), after class ends (3:50-6:30 p.m.), or half day program pick up (11:50-12:00 p.m.), each of you will be in charge of one quiet activity, such as reading books, drawing, board games, and etc. You need to stay with your group and clean up the toys when you are ready to leave.

Students in the library are not allowed to run, shout, climb on the furniture, drink any beverage, eat snacks, or use the emergency exit door.

**Note: Need permission to take toys from the office**

- **Classroom Assistance**

This will vary depending on the changes of the program and the daily activities. Volunteers will be expected to assist classroom teachers.

- **Snacks:**

Students may bring and eat snacks during recess time. If you notice any snack contains nuts, please notify the teachers who are on duty. Please facilitate clean up time when the recess is done.

- **Lunch**

Volunteers will be helping set up lunch necessities for students before lunch begins. The water is available for all students, but drinks are only available for the students who order lunch from the program. Your major duties include assisting office staff in passing out lunch boxes, facilitate clean up time, monitor exit doors and hallways, and minimize inappropriate behaviors. No heating lunch services.

- **Recess:**

Volunteers will be helping teachers monitor all students' safety, both in the hallway and court yard. Any behaviors violating program safety rules are not tolerated. All students need to stay in the courtyard during the recess time. They do not have free access to go back to their classrooms.

In case of injury, fights, or other incidents, notify and report to the staff immediately to advise the action plan.

**The End of Summer Program**

On the last day of the Summer Camp, you will receive a certificate indicating the total hours of your volunteer service from the South Coast Chinese Cultural Association Summer School program. We all look forward to seeing you next year!

**Note: SCCCA/ICS has the rights to terminate your volunteer services**

**Common Do's**

- Do arrive on time (if you will be late or absent, please call ahead of time)
- Do record your volunteer hours and make sure it's correct
- Do wear volunteer badges and dress appropriately for working with school age children
- Do ask questions if you hesitate
- Do keep anything about the students confidential. You may only discuss it with program staff.
- Do contact program staff immediately in the events of accident, injuries, or conflicts  
**(Never move any severe injured child)**
- Do stay with the activity and students when you are in charge of the activity
- Do interact/play with the students during recess
- Do report to the program staff immediately if any strangers or students wander in the facility
- Do stay home when you are sick
- Do use your best judgments to deal with emergent situations
- Do label your personal belongings with your name, such as drinking bottles.

**Common Don't**

- You are not authorized to discuss any students' performance and behaviors with parents
- Do not discuss students' behaviors or issues in the presence of the students
- All cell phones and electronic devices need to be kept away when you are in the program (Please use the school's phone to contact your family).
- Keep social conversation to a minimum
- Do not have body contact with students due to potential issues
- Do not bring any toys or materials for students to use without program staff's consent. If you have creative ideas, please contact the program director for permission
- Do not eat, listen to music, play with video games when you are on duty