Pasadena
EDUCATIONAL FOUNDATION

# Summer Youth Leader

# VOLUNTEER HANDBOOK

# 2022

## Table of Contents


ABOUT THIS HANDBOOK ..... 2
WELCOME FROM THE EXECUTIVE DIRECTOR ..... 3
WHAT IS THE PASADENA EDUCATIONAL FOUNDATION (PEF)? ..... 3
SUMMER VOLUNTEER PROGRAM ..... 4
Why Volunteer? ..... 4
What are the basic requirements? ..... 4
How do I get my TB clearance? ..... 5
How do I get assigned to a school and class? ..... 5
What kinds of things will I be doing as Youth Leader volunteer? ..... 6
What are some attributes of a successful Youth Leader volunteer? ..... 6
What will I learn in the Training? ..... 7
Are there any rules I will need to follow? ..... 8
Summer Volunteer Schedule I ..... 9
PEF GENERAL VOLUNTEER POLICIES, GUIDELINES AND EXPECTIONS ..... 10
Summary of General Volunteer Expectations ..... 13


## ABOUT THIS HANDBOOK

This Handbook has been produced to better acquaint you with the general expectations of volunteer service as a Youth Leader in our Summer Enrichment Program and with the Pasadena Educational Foundation as a whole. To be an effective volunteer, it's important for you to know who we are and what we do, as well as volunteer policies and guidelines.

We believe you will enjoy your volunteer work, and it is our goal to help match your unique interests and talents with the right volunteer opportunity.

Please read this Handbook carefully and if questions arise, please share them with:


Nancy Carol Inguanzo
Community Engagement & Volunteer Manager, Pasadena Educational Foundation
351 South Hudson Ave., Room 153
Pasadena, CA 91101
626-396-3625 x 88352
ncinguanzo@pasedfoundation.org
www.pased.org/volunteer

## WELCOME FROM THE EXECUTIVE DIRECTOR

Dear Volunteer,

On behalf of the Board of Directors and staff of the Pasadena Educational Foundation (PEF), I want to thank you for your interest in becoming more engaged with the programs of PEF, and with the public schools of Altadena, Pasadena, and Sierra Madre.

Achieving our vision to see every PUSD student reach his or her full potential requires not only the commitment of teachers and administrators, but a whole community-wide effort. For more than 45 years PEF has been committed to building dynamic community partnerships with organizations and individuals like you. Volunteers help enable PEF to provide essential resources and enrichment opportunities to every public-school student in the district. Volunteers are true partners at PEF and in our schools. We cannot be successful without you!

Thank you in advance for helping us to increase the quality and effectiveness of our work to support the programs and priorities of Pasadena Unified schools.

Best regards,

Patrick Conyers
Executive Director

## WHAT IS THE PASADENA EDUCATIONAL FOUNDATION (PEF)?

Pasadena Educational Foundation (PEF) is the oldest foundation supporting public education in the state of California. For 50 years, we have supported our public schools and today we help raise between **$12 and $15 million dollars** a year for the Pasadena Unified School District (PUSD). Those funds include large government grants, foundation grants, and individual donations, which together help us support myriad essential programs from the large to the small. Some programs are run by PEF, others by PUSD, and still others represent various levels of partnership. From the smallest Friendship Bench to the largest Magnet Program, PEF works with our community partners to impact *every student, every school, every day!*

To learn more about all our programs and initiatives from Teacher Grants and Robotics to My Masterpieces: Celebrating Art in My Community and The App Academy, visit us online at www.pased.org.

*Join us!*

# SUMMER VOLUNTEER PROGRAM

## Why Volunteer?

As a Youth Leader volunteer, not only will you have fun expanding your horizons, sharing your talents, and developing important life skills for college and career readiness, you'll play an integral and meaningful role in our Summer Enrichment Program experience. You'll serve as an accessible and relatable mentor to younger students and inspire them to truly love learning. You'll also learn how to help our teachers to achieve more and assist with office organization enabling all our systems to run smoother.

YOUTH LEADER VOLUNTEERS
INCOMING 9TH GRADE AND UP
SERVE THREE TO FIVE WEEKS
JUNE 13 – JULY 14, 2020
(NO CLASS ON JUNE 20 OR JULY 4)
MONDAY – THURSDAY, 8 AM – 1 PM

Our Leader volunteers enjoy serving in our program because of our inviting, diverse, and inclusive community where they build relationships with new kinds of people, learn more about themselves, and make real impacts on the lives of others. Volunteering in our program teaches collaboration, builds communication skills, expands capacity for empathy, teaches responsibility, and imparts what it really means to be a leader.

Many of our Youth Leader volunteers are alumni of our Summer Enrichment Program and are drawn to give back to the program they so loved as a younger person. Their dedication demonstrates an interest in more than just service hours; it is a testament to character that no test score can quantify!

VOLUNTEERING IN OUR PROGRAM REQUIRES PATIENCE, ENTHUSIASM, AND COMMITMENT.

### What are the basic requirements?

- You are an incoming 9th grader or older at a public or private school, or a college student
- All volunteers must be fully vaccinated for COVID-19
- Serve a minimum of 3 weeks, but preferably all 5, to ensure consistent classroom/office help.
- Complete an on-line application including a thoughtful 100-word statement of interest*
- Read this Volunteer Handbook
- Submit an online Teacher Recommendation - *New Volunteers Only**
- Parental approval of waivers, medical, and photo release*
- Online signature of Volunteer Pledge and Parent Acknowledgement*
- *If a non-PUSD student, submit negative TB test or screening results - good for 4 years (See TB Clearance page 5)*
- Attend training on Saturday June 11 *(See Training page 6) – All Volunteers*

*These documents are on our website or a part of the online volunteer application. For questions or concerns about these waivers, contact Nancy Carol Inguanzo, Community Outreach & Volunteer Manager, by phone or email at 626-396-3625 x 88352 or ncinguanzo@pasedfoundation.org.

## How do I submit a teacher recommendation?

It's easy! Ask a teacher you know well to recommend you. The link to our online Teacher Recommendation form can be found at pased.org/youthleader. (This is good practice for your future college applications. You'll have to ask teachers to submit references for those, too.)

## How do I get my TB clearance (Non-PUSD Students)?

Education Code 49406 requires school volunteers, with certain authorized exceptions, to submit to a tuberculosis risk assessment as developed by the California Department of Public Health. If risk factors are identified, then the volunteer is required to submit to an intradermal (skin) test or other tuberculin test recommended by the Centers for Disease Control and Prevention. Volunteers whose functions do not require frequent or prolonged contact with students may be exempted from the risk assessment and/or examination. (Education Code 49406). TB test results remain valid for 4 years.

If you do not have record of TB clearance, contact your school nurse, primary care physician, pharmacy, or schedule a *free* risk assessment and/or test for volunteers at the PUSD Primary Health Clinic.

PUSD PRIMARY HEALTH CLINIC
351 S. HUDSON AVENUE, ROOM 130
PASADENA, CA 91109
PHONE: 626-396-3600 EXT. 88180
MONDAY-FRIDAY 8:00 AM – 4:00 PM (CLOSED 12:00-1:00)
CALL TO SCHEDULE YOUR APPOINTMENT!

## How do I get assigned to a school and class?

You will serve in a class that reflects your interests whether they be musical theatre or math, reading or robotics, at one of five school sites listed below. Browse the course catalog online at www.pased.org/summer to find classes that match your interests. In your online application, you will include your areas of interest.

**Schools:**

**Franklin Elementary -** *Spanish bilingual volunteers welcome*
527 Ventura St, Altadena, CA 91001

**Eliot ARTS -** *Spanish bilingual volunteers welcome*
2184 Lake Ave, Altadena, CA 91001

**Field Elementary -** *Mandarin bilingual volunteers welcome*
3600 Sierra Madre Blvd., Pasadena, CA 91107

**Madison Elementary -** *Spanish bilingual volunteers welcome*
515 E Ashtabula St, Pasadena, CA 91104

**McKinley School**
325 S. Oak Knoll Ave., Pasadena, CA 911021

**San Rafael Elementary School –** *Spanish bilingual volunteers welcome*
1090 Nithsdale Road, Pasadena CA 91105

PRIORITY PLACEMENT IS GIVEN TO PUSD STUDENTS, FOLLOWED BY THOSE WHO HAVE SERVED IN THE PAST, OR HAVE ATTENDED OUR PROGRAM AS A STUDENT.

## What kinds of things will I be doing as Youth Leader volunteer?

You will be doing a variety of activities on a daily and weekly basis to help teachers and support student learning. Most of all, you are serving as an important role model and learning bridge between younger students and our teaching professionals.

**Daily Activities & Responsibilities**

- Sign in and out
- Assist during arrival, recess, and dismissal
- Support classroom organization, material prep, and clean-up
- Offer one-on-one and small group support
- Demonstrate skills or concepts
- Explain directions in new ways
- Provide positive feedback and constructive critiques
- Acquire new skills to perform a new task
- Monitor and encourage project progress
- Share unique subject knowledge and talents in support of student learning
- Serve as an enthusiastic role model
- Offer positive emotional support
- Check in with your teacher: "How did I do?"

**Weekly Activities & Responsibilities**

- Engage in spoken and written reflection on volunteer service
- Record your hours in our online volunteer software
- Review your service week and performance with the teacher and plan for the coming week

REMEMBER TO CONNECT WITH YOUR TEACHER, SITE COORDINATOR, OR WITH OTHER STAFF IF YOU HAVE QUESTIONS OR CONCERNS ABOUT YOUR SERVICE.

## What are some attributes of a successful volunteer in this program?

Those who possess a willingness to acquire or develop the below qualities are guaranteed to have a successful and enjoyable volunteer experience.

- Leadership - *You see needs and act independently and creatively to solve them*
- Mentorship - *You are willing to be a role model to others, and to learn from those around you*
- Scholarship - *You excel in a subject field you enjoy, and wish to share it with others*
- Responsibility- *You take on tasks and do not need to be reminded*
- Dependability- *You agree to a schedule and can stick to it*
- Enthusiasm- *You demonstrate energy and curiosity through your demeanor and work-style*
- Creativity- *You find new and unique ways to engage with students and subject matter*
- Adaptability- *You can adjust your expectations to meet needs*
- Patience- *You have the capacity to accept the process of working with students in ongoing projects*
- Respect- *You are kind and courteous to faculty, staff and students, meeting each where they are, and honoring their place and development*

## What will I learn in the Training?

We provide Youth Leader volunteers with the training they need to meet the needs of the younger students and the teachers they serve. Training prior to service as well as a service-learning thread during the program is provided to motivate reflection and sharing, reinforce key concepts, and help volunteers achieve real objectives for our summer program as well as acquire new skills for themselves, and a deeper understanding of their service.

YOUTH LEADER VOLUNTEER TRAINING
SATURDAY, JUNE 11, 2022
CHOOSE ONE SESSION
10 AM-12 PM OR 1-3 PM
LOCATION TBD

Once you are confirmed as a Youth Leader, you will be prompted to sign up for a session of training. Working together with our training partners Young & Healthy, College Access Plan, and PUSD teachers, and with Pasadena's Youth Leadership Network (Day One, The Boys & Girls Club of Pasadena, Collaborate Pasadena, the Pasadena Central Library and others), we have identified goals and the training content that relates specifically to service in our program. These goals also mirror benchmarks of youth leader development which we hold in common, which support Pasadena's Youth Master Plan, and which will be taught in our high school Leadership 101 class.

1. **Knowledge and Information: Childhood Development and Learning**
   Childhood socio-emotional development and early learning styles will be introduced along with simple strategies to help young children cope and learn. Understanding ways to manage one's own emotional and physical responses to stress are also important to be a healthy and effective team member and leader.

2. **Relationship Building: Professionalism and Mentoring**
   As students mature and experience a professional world, they must learn to construct meaningful, productive, and appropriate relationships with diverse individuals outside of their known networks. We will examine differences between professional or mentoring relationships and those we have with our parents, siblings, and friends. We will also explore active listening strategies and ways to communicate with students, peers, and teachers that demonstrate respect for others' unique and diverse qualities and backgrounds.

3. **Skill Building and the Value of Service: College and Career**
   Through their service, volunteers will acquire pre-professional skills in time management, working with groups, material organization, and taking and giving direction just to name a few. Volunteering also contributes to each person's personal growth in unique and surprising ways. We will provide volunteers with the framework to understand the value of their and will equip them with tools to capture skill-building and personal growth during their service for college essays, brag sheets, and resumes.

VOLUNTEERS ARE INVITED TO ATTEND AN END OF SUMMER PARTY TO RECEIVE SPECIAL AWARDS AND HAVE SOME FUN TOGETHER WHILE SHARING THEIR SERVICE EXPERIENCES.

## Are there any rules I will need to follow?

Yes, there are several rules, guidelines, and procedures that we expect volunteers to follow in the summer program. A full list of PEF's volunteer policies is provided on pages 10-13.

**Attendance**

The program officially begins at 8:30 am. Please be punctual and plan to arrive no later than 8:15 to sign in and find your assignment. If a volunteer is consistently late or unreliable, they may be asked to end their service. If a volunteer is not feeling well or sick, we ask the volunteer stay home and notify their teacher and/or the volunteer manager of their absence.

**Tracking Hours**

Volunteers are required to track their hours in our online tracking system that can be found at www.pased.org/volunteer. This should be done daily.

**Badge and Apron**

Pick up and wear your badge and apron so that you are easily identifiable as a volunteer. Before you leave, return to the office to sign out and drop off your volunteer badge and apron.

**Dress**

Modest, casual, and comfortable attire is recommended. Consider the activities in the class you are volunteering for and choose attire accordingly: Will I be running around outside? Is my shirt's imagery too graphic? Will I be working with messy materials? Do my clothes gap or ride up when I perform classroom activities? If your attire is not considered appropriate, a PEF teacher or staff member may ask you to return home to change. If a volunteer consistently dresses inappropriately, they may be asked to end their service.

**Demeanor**

We expect you to present a professional, engaged, friendly, and helpful demeanor to parents, teachers, and students. Be curious and productive. Never be afraid to ask questions when you aren't sure how you can be of help. If your demeanor is not considered helpful or appropriate to service, you may be asked to change or end your service.

**Confidentiality and Speech**

Please remember to hold in confidence any information you may overhear about a student, per student privacy laws. Please be mindful of what you say in front of students and be careful who can overhear conversations. Inappropriate speech or sharing of information can be cause for dismissal from the program.

**Cell Phone Use**

CELL PHONE USE IS NOT PERMITTED IN CLASSROOMS. You MAY use your cell during bathroom breaks, on your lunch or other break, and before and after the program. If a volunteer uses their cell phone inappropriately, they may be asked to end their service.

**Equipment Use and Safety**

Volunteer safety is a priority, and the responsibility of each volunteer. Volunteers should ask a staff member for training and direction before using any equipment for the first time. Do not attempt to correct any equipment malfunction. Please report all unsafe conditions, accidents or injuries immediately no matter how small.

**Bathrooms**

Volunteers should use the designated adult restroom facilities only, *not the student bathrooms*. Ask the teacher for location.

**Photography and Social Media**
We encourage PEF volunteers to be active participants in a growing online community that celebrates the values of public education. This includes sharing PEF's posts, leaving positive comments on PEF posts and sharing links. However, volunteers should never take photographs of students and the names, images or voices of students should never be posted on social media sites. If you would like photographs with students, please ask the teacher to take the picture so that it can be cleared through PEF, as some students have requested not to be photographed at all.

**Student Conduct and Discipline**
Volunteers are NOT responsible for managing inappropriate student behavior. If you experience an issue with behavior, please notify a teacher right away. Training will help provide volunteers with tools to temporarily deal with inappropriate student conduct. Volunteers should never attempt to discipline a student.

**Emergency Procedures**
In the event of an earthquake or other large emergency, follow procedures as directed by the teacher and Site Coordinator. There will be one emergency drill during the program with the date TBD by each Site Coordinator.

**Personal Emergency**
Quickly engage staff or other adults for immediate assistance. Call 911 if needed. Please notify the site coordinator immediately so that we may seek proper assistance.

## Summer Daily Schedule

### General Daily Schedule

| | | |
|---|---|---|
| 8:00 | Staff & Volunteer Arrival | Set up for student arrival. |
| 8:10-8:30 | **STUDENT ARRIVAL** | Staff and volunteers set up classrooms, greet and helps students at assigned entry points. |
| 8:30-12:30 | **CLASS TIME** | Lessons, Activities, etc. |
| 10:00-10:15 (A)<br>10:15-10:30 (B)<br>10:30-10:45 (C)<br>10:45-11:00 (D) | **STAGGERED SNACK/RECESS** | Snack and recess times are staggered. Each class will be assigned a specific recess time. |
| 12:30-1:00 | **DISMISSAL, PICK UP** | Meals are picked up as they go to the car line or leave campus.<br><br>Volunteers check out and leave once they have completed tasks per their teacher and/or office manager. |

*As a volunteer, you are free to take a break at your convenience as necessary. This schedule is provided as a general guideline and framework of your daily schedule.

# PEF GENERAL VOLUNTEER POLICIES, GUIDELINES AND EXPECTIONS

Below is a full and more detailed list of organizational policies as they relate to all volunteer service with PEF. By accepting the assignment of Volunteer, you have indicated your desire to support the programmatic and administrative efforts of PEF by providing a useful, auxiliary service. While a volunteer, you may be working with teachers, students (*never unsupervised)*, professional staff, or the public. We hope this list of organizational practices and guidelines, and expectations of the volunteer, will help guide and support you throughout your service experience.

**Age and Status**
Volunteers must be at least 13 years of age and entering high-school, 9th grade, at the time of service. Volunteers should understand that as volunteers they must be prepared to volunteer their services, without contemplation of payment, for public service reasons. Also, volunteer services must be provided freely and without direct or indirect pressure or coercion. Volunteers are not employees, will not be paid, will not receive benefits, and do not have any of the rights of employees. Also, volunteers cannot be employees of the Pasadena Educational Foundation providing services similar to those they perform as an employee.

**Nondiscrimination**
There shall be no discrimination with respect to race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or any other legally protected characteristics or the perception of one or more of such characteristics in any of PEF's policies, procedures, practices, or programs.

**Harassment**
All harassment is prohibited. All staff and volunteers have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated. All types of harassment, whether based on actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics protected by federal, state, local or other law, are unacceptable work behavior and expressly prohibited.

**Reporting Procedures**
A volunteer who believes that he/she has been subjected to inappropriate conduct or who has questions regarding this policy should immediately contact Site Coordinators and the Volunteer Coordinator. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees and volunteers should feel free to raise their concerns or make complaints without fear of retaliation. Retaliation is also prohibited by this policy.

**Corrective Action**
A volunteer found to have participated in any inappropriate conduct prohibited by law or this policy will be subject to dismissal from the volunteer program.

**Child Abuse and Neglect**
If a volunteer suspects an instance of child abuse or child neglect, he/she shall report it immediately to the teacher, site coordinator, or PEF staff member, who will be responsible for ensuring that a proper report is filed.

**Corporal Punishment and Discipline**
No person employed or engaged in the Pasadena Educational Foundation shall inflict, or cause to be inflicted, corporal punishment upon a student. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain upon a pupil and is expressly prohibited. Volunteers are not to discipline students. Disciplinary problems should be referred to the teacher.

**Drugs and Alcohol**
The Pasadena Educational Foundation and Pasadena Unified School District are declared Drug and Alcohol-Free Workplaces. All volunteers must abide by the tenets of this District policy. In addition, whenever any volunteer has reason to believe that a student may be under the influence of drugs or alcohol, that volunteer shall notify the teacher or site coordinator, who shall take appropriate action.

**Attendance and Dependability**
Absenteeism and tardiness disrupt instruction and organizational productivity. Therefore, good attendance, punctuality, and dependability are expected for all volunteers.

**Performance**
Volunteers are expected to perform their jobs efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Refusal to work volunteer assignments
- Insubordination or failing to follow teacher or staff direction
- Unprofessional conduct or rudeness to students, employees, or community members
- Violation of safety rules

**Honesty and Integrity**
Volunteers are always expected to demonstrate honesty and professionalism.

**Appearance and Grooming**
The nature of our business demands that a volunteer's appearance reflect an appropriate professional image and be consistent with the volunteer's duties. Dress, grooming, and hygiene should be appropriate for a work or school setting. There is also a need to maintain safety. Volunteers with special needs or questions or concerns regarding dress and grooming standards should contact the Volunteer Coordinator.

**Confidentiality**
Maintaining confidentiality is a condition of volunteering. Volunteers are responsible for acting with complete professionalism when discussing school business or handling school information. Information, files, documents, records, plans, and other materials relating to the Pasadena Educational Foundation, its employees, and students are considered confidential. The Foundation’s general business affairs should not be discussed with anyone outside the organization except as required in the normal course of business. Inappropriate release of confidential information, either internally or externally will result in corrective action including possible termination from volunteer status.

**Workplace Violence**
Safety and security are important to us. No one may possess any weapon on school district property, including in any vehicle in the parking lot. Volunteers who violate this policy will be subject to dismissal from the volunteer program and will be subject to appropriate action.

**Safety**
Safety is the responsibility of each volunteer. Observance of safety rules and use of safety devices are extremely important. Volunteers who violate safety policies may be subject to dismissal from the volunteer program.

Safety rules include:

- Reporting to the teacher or principal:
    - Any work-related injuries and illnesses no matter how minor
    - Unsafe conditions or practices (reports may be made anonymously if necessary)
    - All suspicious persons, potentially violent situations, or persons possessing guns or other weapons
- Using only tools and equipment which the volunteer is fully qualified and authorized to use, and using all safety equipment, prescribed adaptive devices, and procedures
- Providing safety suggestions

**Smoking**

We are committed to providing a work environment that supports employee and volunteer health, safety, and productivity. For the protection of all employees and volunteers and to ensure compliance with federal and state laws, smoking is prohibited on school district property.

**Communication and Information Systems**

The communication systems (including telephone, fax, photocopy machine, voice mail, e-mail, computer files, and Internet systems) are provided for business purposes and are PEF or PUSD property. Volunteers should check with a teacher or PEF office staff before using these systems. All communications both inside and outside PEF should be professional, business-like, and courteous. Communications that are offensive, discriminatory, sexually explicit, disruptive, or harassing are strictly prohibited. Communications used to solicit commercial, religious, political, charitable, union, or other non-business causes are also prohibited. Improper use of systems and equipment may subject a volunteer to corrective action, which may include immediate dismissal.

**Cell Phone Use**

The goal of this policy is to ensure that cell phone use will not infringe on either the instructional process or on the rights of others, and to create e a positive learning environment free from unnecessary disruptions. The guidelines for possession and use of cellular telephones (including texting and e-mail messaging) are:

- Except in the case of an immediate emergency, volunteers shall not use cellphones in classrooms or in a setting which may interfere with any school program
- All mobile telephone devices should be turned off or in a vibrate (non-auditory) mode when in a classroom, office, or at a school or PEF activity

**Student Images and Social Media**

We encourage PEF volunteers to be active participants in a growing online community that celebrates the values of public education. This includes sharing PEF's posts, leaving positive comments on PEF posts and sharing links. However, volunteers should never take photographs of students and the names, images or voices of students should never be posted on social media sites.

| **Always:** | **Never** |
|---|---|
| • Help spread the good word!<br>• Identify yourself as a PEF volunteer<br>• Be transparent and honest<br>• Ask for permission before posting an image of another volunteer<br>• Follow confidentiality guidelines | • Post pictures of students or teachers<br>• Claim to be a representative of PEF<br>• Use the PEF logo<br>• Register a social media account as PEF<br>• Pretend to be someone you aren't<br>• Use profanity, slurs, or harassing language |

## Summary of General Volunteer Expectations

**What Volunteers Can Expect from PEF**

- A comprehensive orientation and explanation of PEF policies and guidelines to preserve the health and safety of PEF staff, PUSD students, and the volunteer
- Assignment to a specific purpose or task that supports PEF programs and student achievement and capitalizes on the strengths, knowledge and skills of the volunteer
- Specific instructions and the necessary materials for any job he/she undertakes
- A congenial, comfortable, and safe work atmosphere free of discrimination and harassment
- The helpful direction and supervision of a certificated person or appointed coordinator
- Information on how to complete TB screening to preserve the health and safety of children on PUSD campuses

**What PEF Expects from the Volunteer**

- The volunteer models the goals and mission of PEF and must be able to work well and discreetly with both students and adults
- The volunteer is not a substitute for a member PEF staff, but one supplying supplemental and supportive services
- A volunteer should not divulge confidential information to which he/she may have access in the classroom, in the school, or PEF office
- A volunteer should not attempt to discipline students
- If serving in a classroom environment, the volunteer should be alert to the individual needs of students and responsive to the program of the teachers to whom he/she is assigned
- He/she must be punctual, reliable, and responsible for assignments which are accepted
- The volunteer should seek out and expect all necessary help in the work to be done and the ways in which it should be accomplished. He/she need not hesitate to ask for all needed help and advice as necessary to carry out the volunteer job successfully and safely
- The volunteer must be willing to accept a small, but very important role in the organization and must constantly keep in mind the distinctions between the responsibility and authority of the professional staff and teachers, and those held by the volunteer