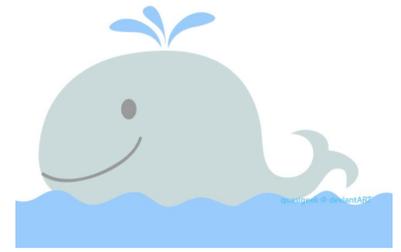


WEST RIDGE ELEMENTARY

1010 English Road, Greece NY 14616
585-966-3600



Volunteer Job Description

Committing to volunteer will be fulfilling and rewarding! A volunteer can make an incredible difference in the life of a child. Our students need relationships built through reliable commitment and genuine caring. Consider one of these volunteer positions:

Classroom Assistant — Volunteer to work within the classroom assisting students or helping the teacher prepare materials. Kindergarten— 5, Library, PE, Music and Art
*Times determined by class schedule.

Reading Tutor— A volunteer is assigned 1 –2 students. During your time together you will listen to students read, ask questions, play letter or word games and read aloud to the student. This work is typically in a quiet setting, in our library or bookroom.
*Times determined by class schedule.

Lunch Volunteer—Sit and socialize, reinforce positive social skills. Volunteers would hang out in the cafeteria as grade level groups rotate through every 20 minutes or so.
*Recess happens between 11:00—1:25

Recess Volunteer—Most days the volunteer will be present on the playground or game fields encouraging good sportsmanship and healthy competition. Each grade level groups will rotate through every 10 minutes or so.
*Recess happens between 11:00—1:25

Welcome Desk—A volunteer would sit at the front desk and welcome visitors to our school. The volunteer would sign in regular volunteers and direct other visitors to the main office. Volunteers may be asked to complete small clerical tasks.
*Welcome Desk open between 8:30—3:00

Single Event Volunteers - Volunteer names would be listed on a recruitment list and called when special events need coverage. Some examples are Fitness Night, Sweetheart Dance and Field Day. *Day or early evening events

If during the process you have any questions, please call Jennifer O'Toole at 966-3600.

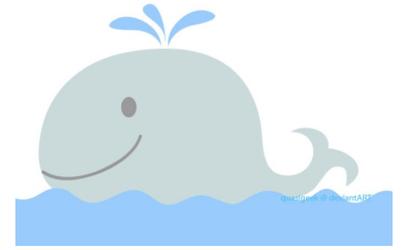
Thank you for considering sharing your kindness and unique gifts with the students and staff at West Ridge Elementary. We are grateful for your support.

Volunteer Expectations:

Commit to the arranged schedule.
Be on time.
Sign in and out at the office.
Call if your are going to be absent.

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Volunteer Job Preference Sheet

I am interested in volunteering for the following positions:

If you indicate more than one position, please rank in preferred order.

_____ **Classroom Assistant**

_____ **Welcome Desk**

_____ **Reading Tutor**

_____ **Single Event Volunteers**

_____ **Lunch Volunteer**

___ **During the school day (8:30-3:00)**

_____ **Recess Volunteer**

___ **After school & evening events**

I can commit to volunteering on:

_____ **Mondays**

_____ **Tuesdays**

_____ **Wednesdays**

_____ **Thursdays**

_____ **Fridays**

I can commit to volunteering for:

_____ minutes

I am available to volunteer between:

_____ - _____

For example 10:00-11:30

Your preference sheet will be matched up with a specific student or teacher need. You will be notified about an orientation as well as the details of your assignment. If during the process you have any questions, please call Jennifer O'Toole at 966-3600.



Thank you for considering sharing your kindness and unique gifts with the students and staff at West Ridge Elementary. We are very grateful for your support.