

Dear **Supervisor of Volunteers**:

Thank you for participating in Shorecrest High School's community service program. You provide an opportunity to engage students in meaningful real-life situations. We emphasize that community service is more than hours and encourage students to choose meaningful service, make a yearlong (or more) commitment and expand their service beyond Shorecrest.

How is Shorecrest Community Service defined?

Service without pay to a nonprofit organization, an individual or group in need of assistance. The service must be primarily for the benefit of others, not the individual rendering the service.

When are volunteers available?

Students are available to volunteer on weekends and after 2:25 pm on weekdays. *It is up to the student and volunteer supervisor to set up a mutually agreeable schedule.* The student is expected to treat this volunteer endeavor as they would a "real job"

What can you expect of the volunteer?

Dependable attendance. Volunteers should be there every day agreed upon. If the student must miss a day, you should be informed beforehand. Emphasize that this is a necessity for you. You may want to set an arbitrary limit such as two or three absences without notification and the agreement is thereby nullified and placement is terminated.

Quality performance and a good attitude. You are supposed to be getting help, not taking on an extra burden. The volunteer's presence should make your program more effective.

What kinds of things can you ask a volunteer to do?

Our hope is for students to gain responsibilities and build leadership, interpersonal and job skills. Please provide volunteers general expectations from the beginning. To provide a meaningful and satisfactory work related to skills, interests, and available time.

What is expected in terms of supervision?

Establish a clear working agreement at the beginning. Provide necessary training and orientation for the work expected. Give feedback on strengths and weaknesses, your level of satisfaction, etc. Encourage and enable students to take on additional responsibilities as they seem ready for them.

Will you be expected to grade a student?

No, but you will be asked to fill out an evaluation form with your volunteer mid January. It is the student's responsibility to keep a record of hours worked and ask for your verification signature. Community service accounts for a portion of the student's English 10 grade.

What if this arrangement just isn't working out?

The basic criteria to keep in mind is that your program is more effective because of the volunteer's contribution. If this is ever **not** the case, for whatever reason — irregular attendance, mediocre performance, change in your needs,

personality clash, etc.— then the “Agreement” signed is no longer valid, and the student will need to find another placement.

It is very important that open communication take place between us. Please let both the student and me know as soon as you suspect a problem, for your good, the student’s good, and the reputation of this program.

Tips & ideas for effective Community Service

The following six critical elements help keep motivation high. Most volunteers list the following areas as indicators that make their placement a satisfying experience.

- The service performed is seen as valuable and worthwhile for the community or the students.
- The service provides opportunities for young people to be depended upon; one can count on the student.
- The service should include tasks which challenge and strengthen student’s critical thinking skills.
- The service provides the student with opportunities to make decisions.
- The service involves adults and students working together.
- The service provides an opportunity for some reflection on the experience.

While every service experience may not include all of these elements, striving for them as often as possible increases the benefits to the youth involved. The resulting service will be performed with clear thought, purpose, and follow-through.

Thank you for being a part of Shorecrest High School’s Community Service program.

From: Terry Cho
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