



# Maple Elementary After School Program

## Volunteer Job Description

**Position:** Elementary After School Program Volunteer

**Context For Relationship:** Maple Elementary After School Program

**Reports to:** Program Director

**Location:** Maple Community Center

**Address:** 601 E. Valencia Dr. Fullerton

**Days/Hours:**

- M: 2:30p-5p
- T: 2:30p-5p
- W: 2:30p-5p
- Th: 2:30p-5p

**Commitment:** Minimum of 2 hours a week for a semester

### THE ORGANIZATION

Solidarity is a faith based non-profit that equips Latino immigrant families from under-resourced neighborhoods for community transformation. There are five identified barriers that inhibits Solidarity's neighbors from truly flourishing, so we work in deep relationships with neighbors to overcome these barriers.

### PROGRAM DESCRIPTION

Help implement a covid safe, semester-long After School Program for elementary-age students, focusing on relationship building through homework help, tutoring, social and emotional learning, and fun activities/games.

### SCOPE OF WORK

- Help maintain an after-school program that contributes towards the organization's mission to "Equip Latino immigrant families from under-resourced neighborhoods to transform their communities",
- Contribute towards creating a space for elementary students to gather and experience healthy forms of care, belonging, and acceptance from peers and caring adult role models.
- Provide excellent educational enrichment services and experiences that allow each student to grow educationally.
- Help students understand and complete daily homework assignments.
- Work with students to be at a grade level understanding in math and reading.
- Lead recreational activities (games, sports, etc.).



## MAIN RESPONSIBILITIES

### Upon Arrival:

- Mask on
- Temp Check
- Symptoms check
- Wash hands
- Sign-in

### Program Prep:

- Meet as a team before the program when possible.
- Help ASP lead set up for the program when needed.
- Gather necessary materials for your assigned table or specific activity.

### During Program:

- Welcome students as they arrive.
- Seek to build healthy relationships with all students.
- Speak and act with gentleness and respect at all times.
- Help students with unfinished homework to the best of your ability.
- Check and help correct already finished homework when possible.
- Tutor students in the areas they hope to grow educationally (volunteer can be creative).
- Implement required reading time (10 min), and when possible, have students read out loud to you.
- Help students engage with approved games and activities after all work has been completed.
- Periodically lead additional group activities and educational enrichment activities and games.
- Maintain cleanliness and organization of program areas.
- Enforce program rules at all times.
- Adhere to organizational Covid-19 safety protocol at all times.\*
- If you have a question, always ask your program director.

### After Program:

- Sanitize your area with provided cleaning products.
- Help clean up and tear down when necessary.
- Bring up any questions or concerns to the program director.



# SOLIDARITY

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## **\*COVID-19 Guidelines.**

- A mask must be worn at all times.
- You must complete COVID screening process upon arrival.
- You will do your best to reduce close interaction with students, staff, and volunteers by maintaining a distance of 6 feet as much as possible.
- You will wash your hands frequently.

## **Interested in Volunteering?**

**Visit:** [www.solidaritynpo.org/careers](http://www.solidaritynpo.org/careers)