



Be patient. Do not be discouraged. Learning can be a hard and slow process for some. Improved motivation, behavior and self-concepts are equally as important as academic achievement.

VICCC/Volunteer Handbook revised 2008

VALLEY INTERFAITH CHILD CARE CENTER



VOLUNTEER REFERENCE HANDBOOK

**VICCC
FLOOR PLAN**

DEFINITION AND PHILOSOPHY OF A VOLUNTEER

A volunteer is a person interested in the educational growth of children and one who freely gives service to meet the needs of the children at the Valley Interfaith Child Care Center.

Parents are the first educators of our children and selection of their day care is only one part of the responsibility for education. In cooperating with the staff at VICCC and parents, we share and become partners in the educational process.

Through this partnership we can assist our children in developing intellectually, socially, nutritionally, emotionally, physically and even spiritually in order that they may grow healthy and whole in mind and body. We DO NOT promote any particular religious tradition.

We encourage positive behavior to motivate self-discipline, self-awareness and self-monitoring.

Our purpose is not to talk TO the children, but WITH them. An “emergent” curriculum is guided by children’s interests. The adults “flesh” out those interests. Open ended questions encourage critical thinking .



VOLUNTEER RESPONSIBILITIES

Please consider these responsibilities deeply and truthfully:

- ❖ Understand and accept the children and adults who are here – in terms of their own background, values, manners, vocabulary and aspirations.
- ❖ Totally respect the confidentiality of your relationship to VICCC. We must be very careful to insure that the children’s work and behavior here will be held in confidence by those who work with them.
- ❖ If you should hear any personal or school problems on the staff where you serve, please let them go no further than your ears.
- ❖ Stand as one with the teacher. At the time you are serving, there should be no division or dissension between volunteers and teachers. Respectfully defer to the teacher when there is a question.
- ❖ Walk and speak quietly. Be calm and attentive.
- ❖ We are “building” self-esteem and an adequate self-image as well as learning skills and developing ideas. Children need to think they are able to do something before they can do it. They must believe in themselves before they can be good learners. Find something you can honestly say that is positive each time you work with the students.



CALENDAR & PHONE NUMBERS

We are closed New Year's Day, Christmas, Memorial Day or 4th of July, and Thanksgiving Day and one week during the year (December). Otherwise our hours are 6AM – to 6PM Monday through Friday year round. We make every effort to be open despite the weather.

948 Heather Drive
Blacksburg VA 24060
540-951-8101
viccccburg@verizon.net

Board Program Chairperson

Elizabeth Foster..... 953-1561

Executive Director

Katy Irene St. Marie c. 558-8652

Site Director for VICCC

Corrine Barton.....c. 558-8653

Assistant Site Director

Lady Sabrina..... 951-8101

Teachers – Samia, Carrie, Anne, Donna, Jerin
Assistant Teachers – Shuzhen, Andrew, Abigail
Aides – Kelly, Kristina, Natalie
Center Aide - Valerie

VICCC VOLUNTEER OPPORTUNITIES

Encouraging Learning through Play

Classroom Needs

- Story Telling
- Listening to or Reading Books
- Supervising group or individual activities
- Exploring letters, numbers, names of things
- Literacy work
- Calisthenics/Movement/Dance
- Nutrition education
- Music & Art
- Languages –including sign

Classroom Management

- Helping children to clean up after themselves
- Wiping noses
- Hand washing
- Meal preparation and clean-up

Artistic Assistance

- Decorating
- Preparations for special celebrations
- Arranging materials

Office Assistance

- Filing
- Telephone assistance
- Mailings

JOB DESCRIPTION OF A VICCC VOLUNTEER

There are many opportunities available to match your talents with the children's needs. Needs vary according to developmental levels and the daily schedule.

We are a **child-oriented, play-based** program where we use the children's natural curiosity and interest to design and encourage learning. The teacher is a facilitator to help the children work individually or in groups developing social, self-help and academic skills. The role of the volunteer **is to offer one on one attention and small group interaction by providing additional adult support to the teachers.** The most successful volunteer will be able to slide into the teacher structured curriculum – choosing an area and spending time in that area. Each volunteer brings their unique personality and experience to the child directed activity.

INTERPERSONAL RELATIONSHIPS WITH THE CHILDREN

Volunteering is a special kind of experience. Be yourself. It will take time and patience for everyone to feel comfortable and friendly.

REMEMBER

- the power of beginning a conversation with a smile
- the value of a sincere “thank you”
- the importance of a positive attitude
- the value of listening

BE TRUTHFUL - All will be able to trust and respect you

BE FAIR - Avoid preferential or “picky” treatment. Do not make comparisons between students or staff.

BE OBJECTIVE - The level at which these children work may seem low. Remember that no one is born knowing things and that we all have to learn. A gentle and wise adult who guides, does a great service.

VICCC VOLUNTEER REQUIREMENTS

A Volunteer

Must have a current TB test or screening

Will keep confidentiality

Will respect self, teachers, staff and children

Will honor commitment

Cannot give medication

Cannot discipline a child physically

Cannot be alone with a child

Cannot transport child without parents' permission

Must be aware of fire/emergency procedures

INTERPERSONAL RELATIONSHIPS BETWEEN
TEACHERS/STAFF AND VOLUNTEER

Teacher Expectations

Confidential Information

In rare instances a teacher may share an insight into a specific child's problem. This information would need to be kept in strictest confidence.

Feedback

To promote a good working relationship between teachers and volunteers we want to encourage honest, gentle and open communication through the exchange of ideas, suggestions and constructive criticism. While your voice is welcome, please do not feel hurt when, after consideration and dialogue, things do not go as you have expected.

As volunteers, your respected time is limited. Please commit yourself to focus on the children and keep adult conversation to a minimum in the classroom.

If you must be absent, call us (951-8101). We will be disappointed that you cannot come, but reassured that you care enough to call.

BE FLEXIBLE

Be willing to adapt to special situations.

BE CONSIDERATE

Treat students with respect and courtesy, and expect the same in return.

BE CONSISTENT

Apply the same rules every time to every child

Above all, maintain a FRIENDLY sense of humor. It often alleviates problems along the way.

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A person's name, child or adult, is very important. Make sure you say people's names the way they want them said.

Make sure the students know and can pronounce your name.

Do not expect every child to enter into activities.

Accentuate the positive – Minimize the negative.

***** Don't be afraid to make mistakes *****

Each child is different but all have the need to be successful.