

## 2020-21 St. Joan of Arc Parish School of Religion NEW Volunteer Registration

Volunteers are an integral part of our PSR program. We appreciate you sharing your time and talent with our students and their families. Open registration for all parish members and new volunteers begins **Saturday, March 14, 2020**. You are encouraged to register early to assure your child's placement. **All new volunteers MUST attend a "Protecting God's Children" class and be fingerprinted.**

(Code provided by the office) \_\_\_\_\_ Date PGC Completed: \_\_\_\_\_ Fingerprint Date: \_\_\_\_\_

Family Code \_\_\_\_\_ Volunteer Name: \_\_\_\_\_ Religion: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Male/Female: \_\_\_\_\_ Email address: \_\_\_\_\_

Religious Certification (Yes/No): Basic: \_\_\_\_\_ (Certification is not required; it is encouraged by the Diocese)  
 from Diocese? Advanced: \_\_\_\_\_

Chronic Conditions: (e.g. Allergies, epilepsy, diabetes) \_\_\_\_\_

	Name	Phone #	Relationship
Emergency Contact: _____	_____	_____	_____

**\* Personal Reference:** \_\_\_\_\_  
*\*must complete - do not list a relative)*

Please indicate the area you would like to help (descriptions on back): Email [yff@stjoanofarcpowell.org](mailto:yff@stjoanofarcpowell.org) for open positions

### YOUNG DISCIPLES, ELEMENTARY AND MIDDLE SCHOOL PROGRAMS: GRADES YD-8

SESSION (CHECK ONE)

VOLUNTEER POSITIONS (\* age 18+: Job description on back)

\_\_\_ SUNDAY 1:45 – 3:00 p.m. (Gds. YD-8)

\_\_\_ \* Teacher / Grade: \_\_\_ (Grades: YD-8)

\_\_\_ SUNDAY 4:00 – 5:15 p.m. (Gds. YD-8)

\_\_\_ \* Teacher's Assistant / Grade \_\_\_ (Grades: YD-5)

\_\_\_ SUNDAY 6:45 – 8:00 p.m. (Gds. 6-8 only)

\_\_\_ \* Permanent Substitute (Weekly commitment, must be willing to teach)

\_\_\_ MONDAY 4:30 – 5:45 p.m. (Gds. 1-7 only)

\_\_\_ \* Attendance

\_\_\_ MONDAY 6:30 – 7:45 p.m. (Gds. 1-8)

\_\_\_ \* Parking Lot / Hall Monitor

\_\_\_ WEDNESDAY 4:45 – 6:00 p.m. (Gds. YD-5 only)

\_\_\_ \* Babysitting

\_\_\_ Student Aide ( \_\_\_ Grade in high school)  
 (high school student to assist in 8<sup>th</sup> gd. Class)

If applicable, do you want your child in your classroom? \_\_\_ Yes \_\_\_ No (check one)

Do you have experience working with special learners? \_\_\_ Yes \_\_\_ No

## DESCRIPTION OF VOLUNTEER POSITIONS

**TEACHERS & CO-TEACHERS: (18+)** Teachers / Co-Teachers (Gds 6-8) are provided with lesson plans and are responsible for preparing their lessons prior to class time. Teachers / Co-Teachers are encouraged to receive basic and/or advanced certification by attending religious education certification classes; however, it is not required. This is offered by the diocese and paid for by the parish. Certified teachers receive a stipend for classes taught.

**TEACHING ASSISTANTS: (18+) for Grades YD- 5:** Assistants are provided the curriculum materials and are responsible for teaching the class in the event the teacher is not present. Assistant duties also include taking attendance, setting out the textbooks and pencils, running errands to the office, assisting in group activities, helping prepare craft projects and assisting with classroom behavior management.

**PERMANENT SUBSTITUTES: (18 +)** Permanent Substitutes may be asked to teach or assist any grade during their session, so they need to be on site each week. Permanent subs are expected to arrive **15 minutes before class time** to review curriculum or duties of any last-minute classroom assignments. If not assigned to a classroom, they will help complete projects in the work room or assist in other areas.

**BABYSITTING: (18 +)** Babysitters are responsible for the supervision of our teachers' and assistants' preschool children. Babysitters should **arrive 15 minutes early** and are responsible for taking room attendance. Feel free to organize any fun activities during this time. Craft materials, music, and videos can be obtained from the office. No video should be viewed that is not approved by the office. If there are no children in the babysitting room, you may be asked to assist in other areas.

**ATTENDANCE:** The Attendance person is responsible for picking up the attendance folders from all classrooms, recording all absent students, calling those who are absent the first few weeks, recording a headcount for emergency purposes and assisting staff with filing.

**SAFETIES AND HALL MONITORS:** Ensure the safety of students in the parking lot as they travel to and from class. You should report **15 minutes before class** begins and return to the lot **10 minutes before class ends** to ensure that all students arrive and depart safely. During class time, you will direct visitors to the PSR office, refer discipline issues to the staff, and monitor activities in the hallway.

**HIGH SCHOOL STUDENT AIDES ASSISTING 8<sup>TH</sup> GRADE:** Responsible high school students who wish to help in the 8<sup>th</sup> grade classrooms for the year. Families do not receive tuition reduction for this position.

If you are concerned that you will miss class due to other commitments, please consider your schedule carefully before volunteering. It is difficult for the students and teaching partners if a teacher or an assistant chronically misses class. We ask that absences are limited to **no more than 3 per semester. Pro-rated tuition will be charged to volunteers who take extended leaves.**

\_\_\_\_\_  
Volunteer's Signature