

As a volunteer of The Learning Source for Adults and Families there are some things you can expect from the agency:

- We will make sure you receive the training necessary to do your job. In addition to the training you will receive an orientation at the learning center you select and will be informed of additional training and in-services throughout the year. The lead teacher at each learning center also serves as a resource for you.
- We will keep you informed of relevant matters within the agency. Several times a year the Center Update will be mailed to your home. This gives important upcoming dates, highlights of events within the agency, job openings and tips for working with your students. You will also receive the agency newsletter, relevant announcements and invitations through the mail. Other materials may be given to you through the lead teacher at your learning center.
- You will receive feedback on the work you perform. As time permits, the lead teacher will informally observe your interaction with students and offer suggestions as needed. If you would like additional feedback and assistance, the lead teacher and administrative staff are available.
- You will be treated as a partner within the agency. The Learning Source for Adults and Families relies heavily upon volunteers in its programs. Periodically the agency conducts program evaluations in which the input of our volunteers is solicited. Staff strives to be available to respond to any concerns, input, and suggestions or needs you have throughout the program year. If you find your placement is not meeting your needs, please give us the opportunity to find another placement for you that is a better fit.

In return, there are some things that the agency expects from you as a volunteer:

- We expect that you will honor the commitments you make. Staff and students depend upon you to provide instruction during the sessions you have chosen. Your reliability is valuable to the work of the agency and you are a role model for our students. Your lead teacher will give you a phone number to call in case of a last minute emergency.
- We expect that you will respect confidences entrusted to you. There may be information you learn about a student through our records or through conversations with your students. We trust that this information will not be shared with others.
- We expect that you will follow agency policies and procedures. Our learning centers must maintain records pertaining to student activities, progress and attendance. Your role in this may vary from center to center. According to The Learning Source for Adults and Families policies, volunteers and staff may not transport students in their vehicles. We also prohibit staff, students and volunteers from selling products/services at our learning centers. The Learning Source for Adults and Families also asks that you set appropriate boundaries in your relationships with students and remember that your primary purpose is to assist students in the attainment of their educational goals.
- We expect that you will be open-minded and respectful of the differences you may encounter. You probably will have students who have made different choices than you have made and whose values are different from yours. Please recognize that this may be as much of an educational experience for you as it is for our students.

Again, welcome to the The Learning Source for Adults and Families. We look forward to having you volunteer with us. Have fun!