

Volunteer Job Descriptions

These job descriptions are an example of what work might be needed from a volunteer during the school day. Duties will depend on the need and grade level.

America Reads

- Be a guest reader at an elementary or intermediate school for America Reads Day

Art Volunteers

- Assist teachers with preparation of classroom materials
- Assist students with art projects
- Organize supplies

At Home Work

- Assist teachers with preparation of classroom materials at your home

Classroom Volunteer

- Assist teachers with preparation of classroom materials
- Tutoring of individual or small groups of students in reading, math, writing, basic skills
- Clerical work
- Assist students with homework assignments or special projects
- Put up/take down bulletin boards, classroom displays
- Organize supplies
- Assisting with classroom projects and celebrations

Computer Lab Volunteers

- Assist students as needed
- Assist with preparation of devices and classroom materials
- Organize supplies

English Language Learners Classroom Volunteer

- Work with students on letters, sounds, sight words, listening to students read and provide feedback on early stages of writing, basic language interaction skills to develop vocabulary
- Assist teachers with preparation of classroom materials
- Organize supplies
- Assist students with computer work
- Speaking languages other than English is not required

Field Trip Volunteer

- Assist staff in supervising students attending field trips in the community
- Specific guidelines will be provided by the teacher for each field trip

Library Volunteer

- Assist Teacher Librarians and staff as needed
- Shelve returned books
- Assist students in selecting books and/or needed library materials
- Supervise library computer use

World Language/Studies Volunteers

- Share your experiences in language and culture from other countries