

Discovery Room Volunteer Information

Thank you so much for volunteering in the Children's Discovery Room! We truly appreciate your help in providing a safe, quality learning environment for young children at Neighborhood House while their parents are learning the skills needed for success in the United States.

Because we depend on our volunteers, if you are unable to help on your assigned day we ask that you please inform Marisol or Manuela by calling the Discovery Room at **651-789-3631**. If calling during "off hours", please leave a message. In order to provide consistency for our children we also ask that our volunteers commit to our program for at least one 12-week session.

Volunteers enable staff at Neighborhood House to provide many important programs on the tight budget of a non-profit organization. Please know that you are helping us to achieve our mission of supporting and strengthening families!

The following is a description of the responsibilities of a volunteer in the Discovery Room.

Duties of Volunteers

1. Help supervise children during free play, making sure that children are engaged in safe, appropriate play activities.
2. Encourage children to sit on the carpet at circle time and to participate in songs and activities. Occasionally may be asked to help the teacher by reading to the children.
3. Help pass out materials for art activities and help individual children complete projects.
4. Help children wash hands at snack time and help serve snack.

Supervisors

We have a routine in the Discovery Room that includes free play time, a "circle time" for stories, songs and learning activities, an art activity, and snack time. Occasionally, especially when the weather is mild, the children may also have an outdoor play time. If you are volunteering during the day Marisol will be your direct supervisor and will explain our routine. If volunteering in the evening, Manuela will be your supervisor.

Volunteer Log

In the Discovery Room there is a blue 3-ring binder that contains our volunteer log. Please find a blank log sheet and record your name, the month, and the date and hours worked each week.

Dress

Because we are often sitting on the floor with the children and sometimes engaged in messy projects, our dress code is very casual. Please feel free to wear comfortable, but neat and appropriate, clothing.

Discipline Techniques

In the Discovery Room we do not use punishment to handle difficult behaviors or conflicts. Staff and volunteers may not spank, yell, or handle children roughly. Instead we try to teach appropriate behaviors using the following techniques.

- Redirecting - Younger children, especially those involved in a conflict over a toy, can often be guided to play with another toy or to play in another area.

- Giving Appropriate Words - Children can be taught to ask for toys rather than grabbing from another child when an adult tells them what to say (for example, "May I please have that car when you are finished?").

- Time-outs - Children can be led to a chair to sit for a brief period of time (1 or 2 minutes) to "take a break" from a conflict or, when necessary to restrain them from hitting, kicking, or biting other children.

Thank you for volunteering and we hope you enjoy your time in the Discovery Room. If you have any questions or concerns at any time, please feel free to send me an e-mail at vdorschner@neighb.org, or contact Adam Thompson, our volunteer coordinator.

Valerie Dorschner
Early Childhood Educator/Discovery Room Coordinator

I _____ have read and understand the responsibilities of a volunteer in the Children's Discovery Room at Neighborhood House.

Please sign above

date