



Needham Community Education
NEEDHAM PUBLIC SCHOOLS
COMMUNITY VOLUNTEER PROGRAM

Become a Community Volunteer today, and you will:

- Meet interesting people
- Develop new skills
- Give back to the community
- Make a difference in the Needham Schools

Who volunteers?

Volunteers come from all walks of life and all adult age groups. They are people like you--retirees, individuals employed part time, college students, and others who have time and energy to give.

Where do volunteers work?

As a volunteer, you are matched with the opportunity that best suits your skills and interests. Current opportunities include, but are not limited to: elementary school classroom aides, NHS Math Resource Room tutors, elementary and middle school math enrichment or support, and Science Center aides. You will work under the supervision of school administrators and teachers.

How will I learn what to do?

Volunteers receive training from their placement supervisor. You will be well prepared to do your job on the day you start.

How much time is needed?

You will be asked to work a minimum of two hours each week. Schedules can be flexible, to accommodate personal or travel plans.

How can I begin?

Please complete the attached application, and return it to the Volunteer Program Director. Upon receipt, you will be contacted to review your interests and availability, and to match them with the appropriate placement.

Questions?

Contact Amy Goldman, Community Volunteer Program Director, 781-455-0400 x214 or Amy_Goldman@needham.k12.ma.us.

Choose to Make a Difference!

**Needham Public Schools
Community Volunteers Application**

A completed application form is required before placement.

Contact Information (please print)

Name _____

Address _____

Home Phone _____ Cell _____

Email _____

Preferred method of communication: Phone ___ Email ___

In case of emergency, please notify _____

Phone _____

Do you have conditions/health factors that should be known?

Background and Interests

Are you currently employed? Yes _____ No _____

Please list your current/previous positions:

Please list special interests, talents or hobbies:

Languages spoken other than English:

Your age: 19-25__ 26-40__ 41-60__ 61+__

Highest level of education you have completed:

High School__ GED__ College degree with a major in _____ Post-Graduate
degree in _____

Placement Preferences

Availability (circle all that apply):

Sept. Oct. Nov. Dec. Jan. Feb. March April May June

Preferred time of day/day of week (include range of hours):

Mornings _____ Afternoons _____ Day(s) _____

Total number of hours/week that you would like to volunteer: _____

Preferred age-group(s):

Elem. K-2__ Elem. 3-5__ Middle School 6-8__ High School__

Current volunteer opportunities include the following. Please check those that most interest you.

__ Needham High School Math Resource Room

Volunteer during school, on Mondays or Tuesdays, in the Math Resource Room. Assist students with math assignments, and tutor students needing extra math help.

__ Elementary/Middle School Math Volunteers

Assist students who are struggling in math or who excel at math and would benefit from further enrichment. __Serve as an instructor in a before-school, elementary math enrichment class.

__ Elementary Classroom Volunteers

Assist teachers in the classroom. Needs vary. Assignments are made based on your skills, comfort level with the curriculum and subject matter, and your time commitment.

__ Needham Science Center Volunteers

Volunteers help with various tasks of the Science Center as needed, such as repair and maintenance of exhibit and instructional materials, assembling packets to be used in the classroom, working with staff members to present classroom programs, helping with care of animals, sharing their science-related experiences with students and clerical work.

Additional volunteer opportunities may be available in one or more of the following areas. To help us to match you with a placement, please check the areas below that might interest you.

- Work with an individual child in reading/math (circle which)
- Homework help
- Recess aide
- Clerical assistant in Central Administration or a school
- Library/media center aide
- Translator (specify language, including sign language)_____
- Assist in music or band lessons (specify area of interest)_____

References

Please list two references (someone unrelated who knows you well)

Name	Day phone
1 _____	
2 _____	

Certification

I hereby certify that the information provided, to the best of my knowledge, is true, accurate and complete. I understand that the Needham volunteer program is a school-based program. All volunteering through this program will occur at the school site.

Signature _____ Date _____

A Criminal Offender Record Information (CORI) check will be completed on each applicant, according to school policy.

Please mail your application to:

**Carolyn Colonna
Community Volunteer Program Director
Needham Community Education
1330 Highland Avenue
Needham, MA 02492**