



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, middle school math 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](mailto: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 (include range of hours):

Mornings\_\_\_\_\_ Afternoons \_\_\_\_\_

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.

**\_\_Middle School Math/Science Volunteers**

Assist middle school students who are either struggling in math or science, or who excel at math/science and would benefit from further enrichment.

**\_\_ 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)

\_\_Mentor a child

\_\_Be a guest reader in a classroom

\_\_Homework help

\_\_Technology instruction aide

\_\_Recess aide

\_\_Assist a teacher with classroom tasks

\_\_Clerical assistant in Central Administration or a school

\_\_Traffic direction in school parking lots during drop-off and pick-up

\_\_Library/media center aide

\_\_Work with advanced students in reading/math (circle which)

\_\_Translator (specify language, including sign language)\_\_\_\_\_

\_\_Assist in art/music classes (specify area of interest)\_\_\_\_\_

\_\_\_Share a special interest, talent, hobby or area of expertise with students  
(please be specific):

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**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:**

**Amy Goldman  
Community Volunteer Program Director  
Needham Community Education  
1330 Highland Avenue  
Needham, MA 02492**