

ROLES AND RESPONSIBILITIES OF VOLUNTEERS

Learning Centre open: Monday to Friday, 8–11am & 2–5pm;

Staff development & activity preparation: 11-12 daily.

Evening Classes: Monday to Friday, 5.10-6pm & 6.10 – 7pm

The role of Khmer Staff for Learning Centre and Evening Classes includes:

- Meet and orient the new volunteer and prior to any class room involvement.
- During orientation of a volunteer who will work at the Learning Centre, discuss the weekly schedule and how he/she can best support the teaching staff in the centre (eg. help with the English class, support students, help with homework, practice conversation, help with activities or sport). If the volunteer wishes to take an activity, they must first discuss this with the Volunteer Supervisor.
- During orientation of a volunteer who will work at Evening Classes, explain the Evening Class schedule and how they can help in the classroom.
- For the first class, the volunteer should only observe and learn how to work in the class.
- Greet your class. Introduce your new volunteer. Allow students to ask and answer questions.
- Review previous lesson and homework and check the students have understood the topics.
- Start the new lesson. Once the volunteer is comfortable to assist, ask them to help with pronunciation, definitions, role plays, word games, movement, songs, etc.
- Allow time for students to write up the lesson.
- Review the lesson and give students the chance to ask questions. Set homework.
- Thank your volunteer.

The Volunteer's role at the Learning Centre includes:

- Arriving at the Centre at the time assigned by the Volunteer Supervisor.
- During orientation, discuss the weekly schedule with the Volunteer Supervisor.
- If there is an activity you would like to do with the children (art, singing, music, craft, etc), discuss this with the Volunteer Supervisor before your arrival or during your orientation. New activities must be scheduled into the curriculum, and you may have to bring supplies for the activity.
- If you have ideas that may help the students, discuss these with the Volunteer Supervisor during planning time (11am – 12 pm daily).
- Except in case of sickness, the Volunteer Supervisor is to be informed of any absence at least three days beforehand.

The Volunteer's role in Evening Classes includes:

- Supporting and assisting the teacher when requested. The teacher will organise and lead the class.
- Arriving at the classroom in time to meet the teacher for initial orientation, and arriving for all future classes prior to the 5.10pm starting time.
- Before class, the teacher and volunteer will discuss the lesson, prepare resources, and discuss how the volunteer can support the teacher.
- Except in case of sickness, the Volunteer Supervisor is to be informed of any absence at least three days beforehand.
- If you have ideas that may help the students to understand the topic better, discuss these with your teacher after class at a time that is convenient for the teacher.

The Volunteer's role in classes at the Learning Centre and Evening Classes includes:

- The teacher will ask you to introduce yourself to the students - your name, where you are from, how long you will be at CLS, etc.
- The teacher will then encourage students to ask you questions and you can ask the students questions.
- For your first day at CLS let students get comfortable with you. Be patient and they will come to enjoy having you in class!
- The teacher may ask you to help with homework, pronunciation, definitions, conversations, reading, listening, educational games, etc.
- You can help with discipline. If students are noisy when the teacher is talking, you can ask them to shhh – be quiet. If the teacher is involved with one particular group, you can help control the other students by walking around and helping them with spelling, reading, writing, etc.
- Please be respectful and mindful of language and cultural differences.
- If you have problems with your volunteer placement, please contact the Director, Mr Thy, on 089256400 or the Volunteer Supervisor, Rathanak, on 015902628. They will be happy to assist.

Thank you for volunteering with us and enjoy your time at CLS!



Mr Thy

VOLUNTEER COMMITMENT

I, _____ allow the Chumkriel Language School (CLS) to use my personal information for work related purposes. I have read, understand and agree to comply with the Guidelines for Volunteers and with the Roles & Responsibilities of Volunteers.

I understand that all personal information collected will be filed with respect to my privacy. However, CLS reserves the right to provide these details to official departments if required for legal purposes.

I will alert my supervisor if any issues arise, and will help provide a safe environment for students, staff and volunteers.

I will pay the sum of US\$50 (fifty United States dollars) to CLS on arrival to defray costs associated with my selection, appointment and working with CLS..

I understand and agree that if in the joint opinion of the Volunteer Supervisor and the CLS Director I am not suited to a role to which I am appointed, they may, in consultation with me, appoint me to another role to which they consider me better suited. I also understand that if I fail to fulfil to the satisfaction of the Volunteer Supervisor and the CLS Director any role with CLS to which I have thus been appointed, and/or if I otherwise breach any of the terms of the "Volunteer Roles & Responsibilities" or of the Volunteer Guidelines", the CLS Director may, at his absolute discretion, terminate my service with CLS.

I hereby agree to indemnify and keep indemnified Chumkriel Language School and its Staff and Volunteers from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them or any of them arising out of, or in connection with, my work for Chumkriel Language School. I hereby agree to indemnify and hold harmless Workers and Volunteers at Chumkriel Language School from their actions thereof.

VOLUNTEER

NAME _____

SIGNED _____

DATE _____

CLS STAFF MEMBER

NAME _____

SIGNED _____

DATE _____

- a copy of my passport is attached
- a copy of my criminal record check is attached
- a copy of my travel insurance certificate or receipt is attached
- please add me to the CLS email list yes/no