

HARC-sponsored Learning Parties Volunteer Opportunities

Party/Volunteer Coordinator

- Set-up volunteer schedule
- Create sign-in sheets for families
- Ensure volunteers complete and submit Volunteer Hours Form at the completion of each Learning Parties series
- Complete reporting forms for Ready at Five (each session)
- Act as “floater” during sessions to determine where help may be needed
- Verify family attendance to determine eligibility for program incentives
- Schedule w/library for guest speaker at third LP session

Facilitator – Adult Learning Session

- ***MUST have completed Ready at Five training to facilitate sessions***
- Present scripted curriculum for each of four sessions on the selected Learning Parties domain (Language/Literacy, Social/Emotional, Math, Science, Social Studies, Play, Fine Arts)
- Prepare materials to support curriculum objectives
- Collect reporting materials (parent homework, parent/trainer pledge forms, evaluations, etc.)

Support – Adult Learning Session

- Assist with facilitation of learning session
- Distribute handouts/materials as needed

Facilitator – Children Learning Session (ages 3-5)

- Prepare class sessions to support concepts addressed in adult learning sessions (based on scripted adult curriculum)
- Develop/implement activities including stories, arts/crafts, songs, etc., to support topic concepts
- Classroom set-up and clean-up

Support – Children Learning Session (ages 3-5)

- Assist with facilitation of learning session
- Provide support for children as needed

Facilitator – Children’s Activities (ages 6-12)

- Coordinate with host site to identify classroom/meeting area for activities
- Plan and implement age-appropriate activities for children ages 6-12 (four sessions per series)
- Work within prescribed budget to purchase materials for planned activities
- Coordinate volunteers to supervise activities
- Ensure area is cleaned and returned to original condition at the end of each session

Support – Children’s Activities (ages 6-12)

- Assist with set-up and clean-up of activities
- Assist with planned activities
- Supervise children during session

Facilitator – Nursery (children under age 3)

- Plan age-appropriate activities for children

- Supervise volunteers
- Contact parents during session if needed for diaper changing, etc.

Support – Nursery

- Assist with activities
- Provide supervision for all children

Lead – Meals

- Coordinate with host-site to plan access to kitchen facilities, etc.
- Work within prescribed budget to plan menus for meals for each Learning Parties series
- As necessary, purchase food/materials for each Learning Parties session
- Coordinate volunteers in food preparation, dining set-up, clean-up, etc.

Support – Meals

- Assist with meal preparations, dining set-up, clean-up, etc.

Family Liaison

- Using registration information, contact each family one week prior to beginning of Learning Parties series
 - Confirm registration (time, location and dates of series)
 - Identify children in target age range (3-5) for program eligibility
 - Confirm total number of participants
 - Outline procedures for infant care
 - Confirm/identify any special needs (food allergies, interpretive services requested, etc.)
- Create name tags for each participant

Registration

- Have each family check-in at each Learning Parties session by signing registration sheet
- Hand out agendas, name tags, and/or other designated materials
- Direct families to dining area for meal

“Host” Volunteers (usually filled by volunteers filling above roles)

- Meet families at registration and escort them to tables
- Sit with families to facilitate conversation and make them feel welcome (one “host” per table)

PR/Marketing

- With team input, prepare a plan for marketing the Learning Party series to targeted families
- Contact targeted partner schools/agencies to arrange for recruitment and distribution of flyers
- Oversee preparation and distribution of flyers and other recruitment activities

Incentives Solicitation

- Contact businesses convenient to target families for donations of gift cards to use as incentives (i.e. restaurants, grocery stores). Work with HARC office to coordinate requests.
- Seek donations of laundry detergent/household supplies from congregation members or businesses to use as incentives.
- Connect with HARC or WIC office for reusable grocery bags to use for “goodie bags”
- Assemble “goodie bags” with incentives obtained