



OAKLAND SCHOOL VOLUNTEERS

ONGOING COMMUNITY VOLUNTEER JOB DESCRIPTION

This volunteer position serves as a classroom aide, academic tutor, and/or administrative assistant in an Oakland classroom, office, or library. Volunteers are paired with an educator who has requested volunteer support to build the educator’s capacity and to support student learning. As an ongoing Oakland School Volunteer, your role is to support high-quality education for all students in Oakland!

Oakland School Volunteers is a Program of the Oakland Public Education Fund. This program partners with the Oakland Unified School District to provide volunteer support to educators in all Oakland public schools. They also clear parent/guardian volunteers, host one-time volunteers, and engage groups of volunteers on behalf of the Oakland Unified School District. Learn more online www.oaklandedfund.org/volunter/.

POSITION DESCRIPTION

We are seeking caring, talented, observant, patient, and communicative community members who can easily adapt to a busy environment and changing circumstances to volunteer in Oakland schools. Interested volunteers need energy and enthusiasm to support student learning and make a positive difference in school culture and student success. We also offer administrative volunteer opportunities to support the front office or library staff.

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| LOCATION | We match volunteers to educators who have requested volunteer support in Oakland public elementary, middle, and high schools. We CAN accommodate location preferences. If you already know which teacher you’d like to support, please just let us know and you may be matched with them. |
| REPORTING AND SUPERVISION | <ol style="list-style-type: none"> Once you are matched with an educator, they are your primary point of contact. School staff will delegate volunteer activities as needed. You remain accountable to the Oakland Ed Fund staff to ensure that all liability requirements are met, to support you with additional training, and to help facilitate school site communication if needed. |
| TIME COMMITMENT | A minimum of one hour once a week for one school year during school hours (9:00 am - 2:30 pm) is required. We prefer a longer time commitment weekly if possible. Alternative situations may be accommodated on a case by case basis. |
| POSITION AUTHORITY | Volunteers may <u>not</u> make any decisions on behalf of students, educators, or school staff. Volunteers must always defer to the educator’s authority and may contact the Oakland Ed Fund staff with any concerns that they have. |
| DRESS CODE | Please dress comfortably to work with students. Clothing may not contain any inappropriate images or language. Shoulders, knees, and midsection must be covered. |

KEY RESPONSIBILITIES AND ACTIVITIES

Volunteers may be asked to tutor students in specific subject areas, support English language learners (ELL), support students with projects or assignments as specified by the educator (student group size 1 - 5), help prepare materials for class, assist staff in the office, or provide library support. Volunteer placements are made to match your unique skill set and preferred subject, grade level, and location to the best of our ability. We ask volunteers to approach their volunteering with flexibility because schools are dynamic environments with many moving pieces.

QUALIFICATIONS

- Applicants need a high school diploma or equivalent (General Education Development GED).
- Applicants must pass a live scan criminal background check to the FBI and DOJ.
- Applicants must submit proof that they are negative for Tuberculosis.

ON-BOARDING REQUIREMENTS

Once your volunteer application has been approved, you will receive detailed information about these steps. Here is a quick overview:

1. Register online: www.oaklandfund.org/community-volunteers/
2. Attend an orientation session (*Invitations are sent once your application has been approved*)
3. Submit negative Tuberculosis clearance
4. Submit fingerprints for a live scan background check
5. Submit a photo for the volunteer ID badge
6. Sign our liability waiver (*We will send this to you once we receive your fingerprinting results*)
7. Receive the volunteer ID badge in the mail

BENEFITS

This volunteer position is an excellent opportunity for people looking to support equitable access to high-quality education, who are passionate about working with students to empower their learning, and who want to support teachers to do their greatest work!

- We offer optional **training sessions** that provide tools and resources in elementary school literacy and math as well as middle school literacy and math.
- If you need volunteer hours for a secondary education program, your educator match is able to sign-off on those hours for you.

APPLY ONLINE TODAY!

www.oaklandfund.org/community-volunteers/

We will get back to you within 48 hours

QUESTIONS? Contact Lilly Smith, Program Manager for Oakland School Volunteers at the Oakland Public Education Fund: lilly@oaklandfund.org (**preferred**), (510) 221 - 6968 X 708



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