

The Role of the School Volunteer Coordinator

- have a clear understanding of the purpose and scope of the School Volunteer Program ACT Incorporated
- check the type and currency of the volunteer's Working with Vulnerable People registration card after an initial check by the SVPACT Mentor Coordinator
- consider experience and expertise of the volunteer mentor, and his/her preference regarding age and gender in selecting a student for the program
- liaise with the volunteer mentor and class teacher to ensure that a suitable match with a student is enabled
- provide specific details of the school and orientation/induction procedures during the initial meeting with the volunteer mentor, including
 - school sign-in/out procedures
 - a plan of the school showing the location of toilets and available parking
 - school evacuation procedures and safety rules
 - relevant school policies and procedures
 - school expectations of the volunteer mentor
 - a communication strategy for providing feedback
 - how to access the School newsletter
 - contact procedures for unexpected absences or changes in timetable affecting
 - the School Volunteer Coordinator
 - the Classroom Teacher
 - the student who is being mentored
 - the SVPACT mentor.
- provide the volunteer mentor, as required, with appropriate work tasks for each session for each student or small work group and monitor the progress via the communication strategy agreed at the initial school briefing session
- ensure that the volunteer mentor is allocated an effective learning space to work with the child where the mentor and student can be observed by members of staff
- provide relevant advice to the mentor, and communicate with the School Principal, teachers and the school community about the various roles and responsibilities of SVPACT mentors
- communicate with parents about their child participating in the program, prior to commencement
- meet regularly with the SVPACT mentor to confirm that the mentoring relationship with the child is progressing effectively and respectfully.