



## **VOLUNTEER JOB DESCRIPTION: Summer Program Group Guide**

### **Reports to:**

### **Organization Mission**

Belong's mission is to demonstrate God's love in action by providing or facilitating access to services that empower and equip the underserved in our community through education, community engagement and other essential services. Over the summer, we run 3 weeks of game-based Academic and Enrichment Programs, helping kids enjoy math, science, writing, art, drama, and reading in a fun and creative environment.

### **Job Summary**

Group guides, in teams of two or three, supervise the same group of eight to twelve students every day, remaining with them at all times and guiding them from station to station, providing continual positive support and supervision. Group guides eat breakfast and lunch with their students, play with them at recess, and help students stay on task in stations as needed. They work to build friendly, caring relationships with all their students while remaining professional at all times.

### **Schedule:**

Monday - Friday 8:10am - 3:50pm (Program participants are there from 8:30-3:30)

### **Duties and Responsibilities**

- Provide continued support and supervision to the same group of students for the week.
- Guide your group to the various stations, doing your best to arrive on time.
- Encourage positive behavior and redirect if a child is acting out;
- Show energy and enthusiasm for working with children,
- Be a positive role model by listening and modeling good behavior;
- Assist station leaders as needed;
- Support student participation at stations, while resisting the temptation to do activities for them;
- If applicable, supervise students on field trips, remaining with assigned students at all times
- Help set up and clean up, as needed;

### **Requirements:**

- Minimum age 14 and older
- Arrive and depart on time. Ideally, guides will be available Monday-Friday for the full length of each session.

- Follow our safety and policy procedures, including wearing masks at all times while indoors.
- Wear your Belong! t-shirt so you can easily be identified as a leader.
- Complete a volunteer application and provide 3 references, and attend Belong's volunteer orientation prior to summer program.
- Use phones only when needed for work with students (for example, in emergencies, to set a timer, or to look something up for students);
- Adults 18 and older must complete a background check.

**Benefits:**

- Opportunity to interact with fascinating and diverse elementary school age children and to transform lives
- Lunch and snacks provided
- Work experience
- Community service hours

**Time Commitment:**

Monday - Friday 8:10am - 3:50pm. Guides must also attend a volunteer orientation prior to the start of the program.

**Evaluation:**

Evaluation is a two-way street. We will provide feedback during your experience, and we encourage you to do the same.

Thank you for being a part of our team! We couldn't do it without you.

**Application:**

Summer Program Group Guides report to the Education Program Manager, [Laura Kolhoff](#). All volunteers must complete an [application](#) and be vetted prior to the start of the program.