

Volunteer Roles & Responsibilities

DE Clubs 2025/26

1. **Come on time and be there for all four sessions!** We know that sometimes this can't happen, appointments can come up. We just ask that you show up consistently, as it makes it easier for the kids to get to know you. Let us know if you are going to be late or have to leave early. Please arrive between 1:00pm and 1:15pm and you are welcome to leave after 4:00pm.
2. **Clothes!** Please dress appropriately. No short-shorts, spaghetti straps, or vulgar language branding. Clothing that shows too much cleavage, your back, your chest or your stomach is not appropriate.
3. **Food!** Please pack a snack with you, and club is NUT FREE! Keep in mind that our kids may have allergies, and we prefer you eat with them rather than leaving to purchase food.
4. **Attitude!** Remember to come with a good attitude. Kids can tell when you don't want to be there. If you feel like you can't work with the kids that day or are having difficulties with the activities let us know! We will do our best to find you something else to do.
5. **Questions? Ask us!** We are there for you as much as we are there for the kids. We know where the activity stuff is, the cleaning supplies, washrooms. Just keep in-mind, we don't know everything.
6. **Ideas!** If you have a great idea for an activity or game, let us know! We would love to hear it. We just ask that you let us know at an appropriate time, not when we are teaching the kids. We love to chat before and after clubs and during downtimes like snack.
7. **Interact!** Don't be afraid of the children, they don't bite. Sit with them, chat with them, and help them with their activities. They can be intimidating, but remember they are more afraid of you then you are of them. We ask that you don't lift/carry the kids and not let them sit on your lap.
8. **Eyes!** You are another set of eyes for the instructor. If you see any problems, please let us know right away.
9. **Electronics!** Please don't use them during activity time. If you need to check your phone during snack, please keep it to a minimum! We ask that you keep it from distracting the kids. If you need make an emergency call, please step out of the classroom.



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10. **Social Media!** You should not be taking any photos with kids in them. We ask that you do not post or follow/add any kids on any social media outlets such as Snapchat, Instagram, Facebook etc.
11. **Initiative!** You don't need to wait for us to give you instructions. If you see something that you can help with, like a spill, go for it! We love seeing you take the initiative.
12. **Proactivity!** Sometimes, kids just need the presence of an adult figure to behave properly. If you see children talking out of turn, or being rowdy, just have a seat with them! See if that helps calm down the room. Nothing to do? If you have some free time or come across an activity that you can't participate in (dissections can be gross), ask us if we need any help preparing for an activity later on.
13. **Cleaning!** You are not a maid service. We ask you to clean the same things that we are expected to, but we can get swamped with camper issues at times. Helping us to pick up fallen snacks from the floor or wiping the tables between activities goes a long way!
14. **Space!** If there is more than one volunteer, please space yourselves out. Having two volunteers is great when they are helping the kids not talking with each other. This goes for us as well. We have to do our best to be there for the children – no matter how much we want to catch up about our weeks.

Volunteer Name

Date