



## Volunteer Reader Expectations

*Philadelphia is focused on getting more children to read on grade level by 4th grade, and Philly Reading Coaches contributes to that goal by connecting volunteer reading coaches virtually with K-3 students to engage them in fun and enjoyable one-on-one reading activities.*

In support of PRC's mission, volunteers are expected to:

- Log-in consistently and on time for each of your selected shifts. This is essential, because children will miss out on quality reading time in your absence.
- Have fun! Rather than teaching or tutoring, your role as a Reader is to provide a special time in a child's day for them to simply have fun with books and reading.
- Help children pick out books to read with you and to take home to keep on book giveaway days.
- Remain engaged for the entire duration of the virtual session. Students really appreciate the time that they get to interact with their readers, and can feel when a volunteer seems preoccupied or disinterested.
- Create a safe and positive experience for children of diverse backgrounds, cultures, and circumstances.
- Maintain open and regular communication with your PRC Site Coordinator, reporting any concerns or schedule changes immediately.
- Adhere to safety and other policies and procedures for PRC.

If you can commit to sharing one hour of your week, and you're willing to follow these simple policies, we'd love for you to join us!



## Cancellation Policy

While we ask that volunteers aim to show up to every session, we know that things will happen that may result in a cancelled shift. To ensure that we are well prepared for shift coverage, we ask that all volunteers:

- Contact your Site Coordinator at least 24 hours in advance if you are unable to make it for a scheduled reading session.
- Try to ask other volunteers in your shift to serve as a substitute reader for your student.
- If it is not feasible to give 24 hours notice, please contact your Site Coordinator no later than 12pm on the day of a canceled shift. (Refer to the contact information provided during training.)
- Sign up for a another shift in the near future to cover the shift that was missed.
- Verbal and written warnings after 3 consecutive excused cancellations.

## Process of Dismissal

Our volunteers play a crucial role in the success of the PRC program. We value the commitment of our volunteers, and hope that this experience is one that is mutually beneficial. In the event that a volunteer fails to adhere to the above expectations, PRC will begin a process of dismissal that includes:

- Verbal and written warnings after 2 unexcused cancellations.
- Second warning and reduction of selected shifts after 4 unexcused cancellations.
- Formal dismissal after 4 unexcused cancellations.

Extreme violations to the volunteer policy, or behavior that affects the safety of PRC staff or students will result in immediate dismissal.