

VOLUNTEER POLICY

In collaboration with the Diocese of Columbus' commitment to provide a 'Safe Environment' for the children in our care, St. Paul requires every volunteer, 18 and older, who has contact with children:

- To be fingerprinted so that a criminal background check can be made
- To attend a 'Protecting God's Children' training session.

Both must be done before a volunteer can be assigned any position in our Religious Education Program.

Any parishioner, who has the desire to work with the youth of our parish and has met the above requirements, is welcome to participate in our program. Instruction in teaching methods and principles of faith is available through diocesan certification classes.

Full tuition is waived for teachers/co-teachers and childcare workers. Other volunteers are charged \$50.00 per student enrolled in PSR classes.

All volunteers MUST ARRIVE 15 minutes prior to the class start time!

Positions available:

Teachers

- Must be confirmed practicing Catholics
- Attend meetings as scheduled
- Teach the prepared curriculum
- Communicate with parents

Aides

- Assist teacher
- Attend meetings as scheduled
- Help maintain discipline

Student Helpers (ages 13 – 17)

Assist teacher/aides with various activities and crafts for students.

Child Care Workers (only during Monday Classes)

Provide babysitting for children of teachers/aides during class time.

Office Help (during class times)

Be present during class time to answer phones, make copies, record attendance, supervise all persons entering and exiting the building and perform general office duties.

Hall Monitors (during class times)

Be present **15 minutes before**, during and **10 minutes after class** to monitor the hallways. Acquire information from adults as they enter the school and direct them to the appropriate area. Assist our students as they travel the hallways.

