



Tree House Volunteer Application

treehousevolunteers@gmail.com | 215-236-1760 | 1430 W. Susquehanna Ave., Philadelphia, PA 19121

Name:	Email:
Phone Number(s):	
School Address:	Parent/Home Address:

Major: _____

Year in School: _____

Expected Graduation Date: _____

Date of training attended: _____

Weekly Availability – Please indicate your hours of availability

Tuesday	Wednesday	Thursday	Friday	Saturday

Is there anything we should know about your schedule? _____

What interests you most about Tree House Books?

How did you hear about Tree House Books?

A friend/classmate, who? _____

A professor, who? _____

Social Media (Twitter, Facebook, etc.)

Our website!



Tree House Volunteer Application

Please check which skills apply to you:

<p>Administrative:</p> <ul style="list-style-type: none"><input type="checkbox"/> Filing<input type="checkbox"/> Letter writing<input type="checkbox"/> Grant Writing<input type="checkbox"/> Mailings<input type="checkbox"/> Publicity<input type="checkbox"/> Other: _____ <p>Arts:</p> <ul style="list-style-type: none"><input type="checkbox"/> Writing:<ul style="list-style-type: none"><input type="checkbox"/> Poetry<input type="checkbox"/> Fiction<input type="checkbox"/> Journalism<input type="checkbox"/> Other: _____<input type="checkbox"/> Clothes-making/sewing<input type="checkbox"/> Knitting/crocheting<input type="checkbox"/> Painting<input type="checkbox"/> Drawing<input type="checkbox"/> Sculpture<input type="checkbox"/> Quilting<input type="checkbox"/> Sculpture/ceramics/pottery<input type="checkbox"/> Graphic Design<input type="checkbox"/> Photography<input type="checkbox"/> Film-making<input type="checkbox"/> Dance	<p>Arts (cont'd):</p> <ul style="list-style-type: none"><input type="checkbox"/> Music<ul style="list-style-type: none"><input type="checkbox"/> Instrument: _____<input type="checkbox"/> Singing<input type="checkbox"/> Theater<ul style="list-style-type: none"><input type="checkbox"/> Acting<input type="checkbox"/> Directing<input type="checkbox"/> Other: _____ <p>Computer/Technology:</p> <ul style="list-style-type: none"><input type="checkbox"/> Computer Animation<input type="checkbox"/> Sound Recording<input type="checkbox"/> Website Design<input type="checkbox"/> Computer Proficiency (MS Word, Excel, Illustrator...)<input type="checkbox"/> Other: _____ <p>Other Skills:</p> <ul style="list-style-type: none"><input type="checkbox"/> Chess<input type="checkbox"/> Gardening<input type="checkbox"/> Cooking<input type="checkbox"/> Building/woodworking<input type="checkbox"/> Other: _____
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Thanks to our sponsor **East River Bank!**





Volunteer Tutor Job Description

OVERVIEW

*We are engaging in a holistic approach to transforming community through education, and conducting ourselves in a way that allows the tutor to be both a giver and receiver. **You are a mentor, not a buddy; a community transformer raising up more community transformers.** We are doing more than just helping kids with their homework, we are helping them discover their identity through education.*

DAILY TASKS

- Arrive at 2:45 for Tutoring Time or 5:00 for Magazine Workshop
- Receive a delegated task from a Team Leader upon arrival
- Maintain a 360 degree awareness of Tree House Books during Tutoring Time/Magazine Workshop
- BE A MENTOR, NOT A BUDDY
- Stay at Tree House Books until 5:40 for Tutoring Time Debrief or 7:30 for Magazine Workshop Debrief

Hills To Die On

When we are helping kids with homework or an activity, our biggest priorities are:

1. Inquiry. Getting the kids to ask questions and explore the task at hand whether that be homework or a writing/art prompt.
2. Independence. Empowering kids to do their assignments on their own.
3. Completion. Helping to create the satisfaction of getting assignments completed.

The mission of the Life With Books program is to ignite a powerful and excited community of readers.

When we are working on Life With Books (LWB), our biggest priorities are:

1. Engagement. Kids reading books—staying in it, awake, exploring.
2. Enhancement. Working to improve proficiency.
3. Identity. We want kids to grow to see themselves as readers, writers, and thinkers. Their identity—their preferences, ideas, and dreams—will be strengthened through building their relationship with books and the Tree House community.



Rules & Agreements for Volunteer Tutors and Mentors

As a Tree House Books Volunteer you must...

1. Be prepared to do your best to help us fulfill our mission, “to grow and sustain a community of readers, writers, and thinkers in North Central Philadelphia
2. Make the time that you are scheduled to volunteer. If you cannot make it, you must call or contact Lauren at 516-662-9318 or treehousevolunteers@gmail.com at least 24-hours beforehand.
3. Keep information about the children confidential.
4. Share pertinent information about the children with your team during debrief. If you think a child is being abused, neglected, or needs special attention, you **MUST** make this known.
5. Maintain up-to-date **child abuse clearances** and file them with Tree House Books. Your clearances cannot be older than one year. <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillinForms/DPWchildabuse.pdf>
6. Take on only responsibilities that you can handle and have time for. It is necessary that you complete your primary tasks in an effective manner before taking on other tasks.
7. Speak up with any ideas that you have that could make the organization better and remain in communication with the organization while volunteering.
8. Dress appropriately. Please dress so that you are appropriately covered. Do not wear shirts with offensive or political messages on them.
9. Do not play favorites with the children.
10. Remember that you are an important member of this organization and community and that we want you to feel comfortable and heard within Tree House Books.



Tree House Volunteer Application

As a Tree House Books Volunteer, I agree to...

1. Do my best to help Tree House fulfill its mission.
2. Make the time that I am scheduled to volunteer and let Lauren know at least a day in advance if I cannot make my scheduled time.
3. Keep information about the children confidential.
4. Share pertinent information about the children with my team during debrief.
5. Maintain up-to-date **child abuse clearances** and file them with Tree House Books.
6. Take on only responsibilities that I can handle and have time for. I will complete my primary tasks as a tutor in an effective manner before taking on other tasks.
7. Speak up with any ideas that I have that could make the organization better and remain in communication with the organization while volunteering.
8. Dress appropriately.
9. Not play favorites with the children.
10. Remember that I am an important member of this organization and community and that I will be heard within Tree House Books.

Volunteer Name

Volunteer Signature

Date



Guidelines for Volunteer Tutors and Mentors

We live in an age where sexual misconduct and child abuse are realities in our society. Tree House Books must deal with this issue as a “safe space” by taking steps to protect the children in our care. Tree House Books has implemented this application process and policies to help safeguard our children while promoting a **positive, safe environment for service to them. These guidelines are to be strictly followed by anyone working in the programs.*

Please check which of these processes you have completed:

- Completion of Application**
- Child Abuse Clearance**
- Signed Agreement and Guidelines**

Touching Policy

Tree House Books has implemented a touching policy that safeguards our children while promoting a positive, safe environment for learning. The guidelines below are to be carefully followed by anyone working with children and youth.

- a)** Appropriate touch might be a touch on the arm, a gentle pat on the back, a side hug, a hand shake or high-five.
- b)** A child’s preference not to be touched should *always* be respected. Do not force attention upon a reluctant child.
- c)** It is inappropriate and not permissible for any staff member or volunteer to lift up, hold, or hug any children. This goes for the children as well, who must maintain and respect *your* personal space.
- d)** Volunteers must promptly discuss inappropriate touching or other questionable behavior by other volunteers with the Volunteer Coordinator.

Professionalism

Volunteers must avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations. This includes joking around about the children with other volunteers or portraying the neighborhood in a negative light.



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Informal Contact (Independent of Volunteer Hours)

Informal contact refers to phone calls, text messages and face-to-face contact between a volunteer and a child that is not connected with Tree House Books' activities. Tree House Books recognizes that informal contact between volunteers and child/youth occurs. However, volunteers should seek permission of parents before having informal contact with their child. The volunteer should clearly let the parent know the nature of the contact and that it is not a part of a Tree House Books activity. Parents are responsible for monitoring this informal contact if they wish.

Gifts

Volunteers are generally discouraged from giving personal gifts or money to children/youth. When the giving of personal gifts is desired, the worker must first notify parents and the Program Director, Michael Reid. **Gifts can be easily misinterpreted.** Gifts given to groups of children are appropriate, such as Tutoring Time Awards (including holiday parties) and Graduation Gifts.

Confidentiality

Volunteers and staff must report to the Program Director or Volunteer Coordinator if a child discusses harming him/herself or others, committing a crime, or being abused. There are limits to confidentiality when working with children. Questions about such cases or other issues of confidentiality must be discussed promptly with the Program Director or Executive Director, who will protect the confidential nature of the discussion. Conferring with another volunteer on sensitive issues is considered breaking a confidence.

Communication

Volunteer must attend debrief sessions after Tutoring Time to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include behavioral problems, policy clarification, accountability, personal feelings or any other issues that may interfere with Tree House Books' efforts to grow and sustain a community of readers, writers and thinkers.

I have read the guidelines above and agree to observe them:

Name

Signature

Date