



INtrinsic Scholars Academy

EXPLORE.LEARN.APPLY.

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Thank you for your interest in volunteering at INtrinsic Scholars Academy We are very excited about this opportunity for you to join us in helping each student reach their full potential. Our mission is to **create intrinsic and life-long young learners by helping them find their abilities and talents in collaboration with parents.** We are dedicated to delivering research-based early childhood education and child services in a nurturing and safe learning environment for young children. **We believe children learn best when they are actively involved in concrete learning experiences, when their learning is based on real-life experiences, and when they have opportunities to explore, learn, and apply.** We intentionally cultivate intellectual growth by valuing its young students for their potential as well as their individuality, and striving always for their balanced physical, social-emotional, cognitive, and aesthetic development.

VOLUNTEER POLICIES AND PROCEDURES

1. Volunteers are always under the direct supervision of a credentialed staff member and should never be alone with any child.
2. Volunteers must complete orientation and background checks (prior to assignment to a position).
3. Volunteer performance is evaluated annually to ensure program objectives are being met.
4. Volunteers must complete first aid/CPR training prior to assignment.
5. Volunteers will ensure confidentiality and privacy in regard to the children and families we serve. For this purpose, children should not be photographed, nor should records be discussed with anyone without a need to know.
6. Volunteers should not take children to the restroom, bathe, or diaper any child.
7. Volunteers may not discipline children; volunteers should respect and follow through with staff redirection.
8. Volunteers must wear a nametag and abide by our dress code.
9. Volunteers should refrain from picking up children (unless the child is an infant) to prevent injury and to ensure that none of the children will feel left out. Volunteers are encouraged to hold and provide side-to-side hugs children while sitting down or crouching down at the child's level.
10. We reserve the right to terminate the volunteer relationship if the behavior and actions of a volunteer are found by the Executive Director or board to be contrary to the best interest of the children.
11. All volunteers are responsible for helping to prevent and control contagious diseases through mandatory use of Universal Precautions.
12. Tobacco products, controlled substances, illegal drugs, or alcohol abuse will result in immediate termination of volunteer status.
13. INtrinsic Scholars Academy facilities are non-smoking environments.

If you have any questions, feel free to contact the Volunteer Coordinator at (678) 401-8527.

VOLUNTEER APPLICATION

Thank you for considering INtrinsic Scholars Academy as a place to share your time, talents, and resources. Volunteers are vital to our mission, without you, we would not be able to meet the needs of the kids, families, and others within our community. Your efforts enhance service delivery, improve public relations, community outreach, fundraising, and organization development. All volunteers submit to background checks, random drug testing, training, and supervision. Please provide a copy of your driver's license and other identification.

Areas of Interest (Please select all that apply):

Administration Instruction Event Planning Specific Events: _____

Extracurricular Activities Aquatics Meal Service Facility Maintenance

Library/Media Center/Computer Lab Playground Other _____

Start Date:

Please list hours and days that you are available (weekdays and weekends):

How did you learn about our volunteer opportunities? _____

Applicant Information (please print)

Name: _____ SS #: _____

Address: _____ Home phone: _____

City, State, Zip: _____ Cell phone: _____

Email Address: _____ Daytime Phone: _____

Please answer the following

Do you have family members enrolled or employed by INtrinsic Scholars Academy Yes No

Please provide their name(s)

Are you over the age of 18? Yes No

Have you ever been convicted of a crime or do you currently have arrest or criminal proceeding pending which has not been resolved in your favor? Yes No If 'Yes' explain in full:

Why would you like to volunteer? _____

What other organizations have you volunteered for, if any? _____

Education

Name and address of school _____ Degree, Diploma
High School _____
College _____
Other _____

Please list any childcare training courses that you have completed.

List any languages you can speak fluently (other than English):

List any other educational training experiences that you have had including opportunities to experience cultures other than your own.

List any books or articles that you have read recently that have helped you to grow professionally.

Are you certified by Georgia Professional Standards Commission or do you hold any teaching credential?
If so, please list

What level? _____ Remains valid for _____ years.

Employment History

Month/Year	Name, Address, Phone # of Employer	Position/Duties	Reason for Leaving
From _____ To _____			
From _____ To _____			
From _____ To _____			

References

DO NOT INCLUDE PREVIOUS EMPLOYERS OR RELATIVES

Name	Address	Phone #	Occupation

Statement (Please read carefully before signing.)

I certify that the information in this application is accurate and complete. I understand that omission, misrepresentation or falsification of any information is grounds for withdrawal of any volunteer opportunities. I voluntarily give INtrinsic Scholars Academy the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility on INtrinsic Scholars Academy and all person, companies, or corporations supplying such information.

Signature _____ **Date** _____

If you are under 18, please have a parent or guardian sign below.

Signature _____ **Date** _____

INtrinsic Scholars Academy
Job Description

Title: INtrinsic Scholars Academy Volunteer

Supervisor (Report to):

Date:

General Function

Assist in the daily operations of INtrinsic Scholars Academy.

Know-How

Volunteers must have exceptional interpersonal skills, ability to work with minimal supervision and enjoy working with INtrinsic Scholars Academy and children. Must acquire First Aid/CPR certification and required background checks.

Principal Activities

1. Support the mission of INtrinsic Scholars Academy by displaying caring, honesty, respect and responsibility to members, participants and co-workers.
2. Actively welcome members and guests as they enter the facility.
3. Answer incoming telephone lines and follow script.
4. Use resources (brochures, flyers, etc.) to answer any questions customers may have, or contacting any director or coordinator.
5. Carry out daily activities required to take care of children, not limited to serving snacks, bottle feedings, comforting injured or upset children, outdoor play, disinfecting toys, etc.. These duties will be carried out in conjunction with other INtrinsic Scholars Academy staff members.
6. Constantly monitor children's activities and behavior.
7. Assist in emergency procedures including fire, accident, illness, and facility malfunction.
8. Perform other tasks required.

Physical Requirements

- ✓ Must be physically capable of standing or sitting for long periods of time.
- ✓ Ability to coordinate eyes, hands and fingers in the operation of various equipment and supplies.
- ✓ Must possess auditory and verbal skills necessary to effectively communicate with staff, families, and children.

Environmental Adaptability

- Ability to work effectively in an office and social setting with all kinds of people.

Signature _____ **Date** _____

INtrinsic Scholars Academy
Background Check Information

Background checks are required for all volunteers and employees, for the safety of the children and families we serve. This form, which you should read carefully, has been provided to you because INtrinsic Scholars Academy may request criminal records, consumer reports or investigative consumer reports in connection with your application to serve as a volunteer, or at any time during the course of your service to INtrinsic Scholars Academy, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee or volunteer. Additionally, in the event that claims or disputes between you and INtrinsic Scholars Academy are filed with any third parties, INtrinsic Scholars Academy may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the service of the INtrinsic Scholars Academy at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records check, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with our co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

AUTHORIZATION

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to INtrinsic Scholars Academy (1) in conjunction with my application, (2) during the entire course of my service, in any, and (3) after such employment or service ends. I further understand that any and all information contained in my job application or otherwise disclosed to INtrinsic Scholars Academy by me before, during or after my service, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports by INtrinsic Scholars Academy and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment or service. If employed by INtrinsic Scholars Academy, my assignment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by INtrinsic Scholars Academy.

Name (Printed)

Social Security Number

Signature

Date of Birth

Date