



# The Role of a Volunteer

The Volunteer role is an important one at Envision Robotics. Volunteers help the STEM Studio run more smoothly and help ensure each child has fun, is engaged, and learns. Volunteers also play a critical role during camp season in helping to make sure our camps operate safely and adhere to covid-related protocols.

## Main Duties

### Classroom Assistance

- Help students **find parts** for their robot from the kit, etc.
- Help students that may be stuck on a particular step when building their robot; it's ok to **show them how to do it** and then have them give it a try (note: we don't want to build it for them it defeats the purpose)
- Help students **complete their Worksheets** (some may need help with spelling, understanding the lesson, etc.)
- Helping to monitor student progress and help ensure students complete their robot build and coding before the end of the class; we want all students to be successful in their lessons
- Watching for tablets or computers being put in the floor or on the edge of desks where they could be stepped on or fall
- Help keep kids focused on their lessons and at their desks while the class is ongoing

### Student Transition

- At the conclusion of each class/activity, students will take their robot to the window for parents to see and sometimes a student needs assistance – make sure students grab their robot, worksheet, and any personal items like water bottles, hats, etc.
- Tablets are to stay in the room – they do not go to the lobby as they are more easily broken with lots of activity.
- When photos are done, take the robot to the workstation and **carefully disassemble** the robot putting the controller, motor, and sensors in a separate box
- Help set up the station for the next student including **finding/loading the lesson** on the computer, grabbing a pencil and worksheet, etc.,
- Scanning the floor for Lego parts, tablets, etc. that may be a safety hazard and also could be broken by being stepped on, etc.
- Keep the Studio tidy and organized by looking for kits to be organized, electronics away, etc., garbage thrown out, etc.



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## Summer Camp

Safety is always the number one priority when kids are attending camps. Activities are a mix of in-studio programs as well as lunch and breaks at a nearby park. Volunteers play a critical role in helping maintain a safe environment by:

- Asking students not to run inside the studio and when walking outdoors
- Directing students into their room on arrival and helping them to gather belongings (water-bottles, backpacks, hats, etc.) upon departure
- Helping to monitor students lining up to wash their hands, exit the building to the park, etc.
- Helping to keep kids in formation and safe as they walk to/back from the park
- Taking up a monitoring position at the park and watching for any unsafe activities
- Answering any questions students may have
- Help where needed to manage and assist students and activities

## Tips

As a volunteer, you are a representative of the business and it is important that you practice the same behaviour that are expected of paid staff.

- Be **alert** at all times to what is happening with your assigned room or group of students
- **Observe** what is happening in the room or with the group of kids you are assigned to identify students that may need help or situations that may result in a student getting injured
- Keep your hands out of pockets, try to keep facing the students you are assisting so you can keep an eye on them
- As volunteer you are a role model and it's important to help keep kids motivated to learn and succeed; provide positive encouragement to keep going when the build / exercise becomes challenging
- Always ask if the student needs help and proceed when they give the OK or YES
- No personal phones, devices are to be in use while you are assisting as a volunteer (if you need time to arrange for a call for pickup, etc., please ask for a quick break and take it in the lobby)
- If you need a bio break just let one of the instructors know and they will arrange for a few minutes

Thank you for your time and contribution!