



FIRE

**Foundation for Immigrant Resources and Education
c/o Central Presbyterian Church
500 Cedar Street
Saint Paul, MN 55103**

Under 18 Volunteer Form

As a volunteer at Foundation for Immigrant Resources and Education (FIRE), _____ will assist children in their English, computer, and cultural learning experience. Students at FIRE come from many different countries, speak several different languages, range from 18-81 years of age, and practice many of the world's religions.

Volunteers at FIRE are matched and placed according to the volunteer's interests and the needs of the program. They could be placed into one of these areas:

- Children's ESL Tutor- a volunteer will work with young immigrant children on literacy and language development. Fun activities will be offered and the tutor will be responsible for the welfare of the children.-
- In-class support – a volunteer will work under the direction of an instructor to assist in group work, writing exercises, conversation practice, or other activities. This usually involves working with all the students in the class.
- Computer lab support – a volunteer works in a computer lab under the direction of the teacher, assisting students as they work on word processing or internet units. The volunteer could assist with how to use the mouse or type in a URL, or answer questions related to the content of the unit.
- Small Group Tutoring – two to five students will work outside of the classroom on a specific area such as writing, conversation, spelling, mathematics, or reading.
- Office Support – a volunteer will assist staff with completing general office projects, such as helping with student intake, testing, filing, completing non-confidential computer work, organizing the library, typing, or answering the phone.

A typical volunteer commitment is three hours per week, although there are volunteers who spend more or less time here every week. Once placed, volunteer are expected to:

- Commit to their weekly volunteer opportunity and be punctual and professional.
- Provided advance notice of any absences.
- Be respectful about difference in communication/learning styles, culture, religion, age and ability.

As a parent or guardian of _____, I understand that FIRE serves adult learners and that he/she will be working with adults and children of all backgrounds. I also understand that there may be times when he/she is working with these adults close by but not under direct supervision by FIRE staff. I hereby hold harmless all FIRE faculty and staff from and all occurrences involving _____, whether within or outside of supervision.

Parent/Guardian Signature

Date

Volunteer Signature

Date