

Volunteer Code of Ethics

The mission of the Reading Buddy program is to promote the literacy skills of San Antonio's at-risk youth.

All volunteers must adhere to these general rules while in the service of SAYL and the Reading Buddy program:

1. Be honest.
2. Comply with the law.
3. Behave in a decent and moral manner.

The following specific rules of conduct guide volunteer behavior and are not intended to limit the application of the forgoing general rules.

1. Reading Buddies will treat all students, participants, parents, other volunteers, and staff with respect and consideration. Reading Buddies will not discriminate against anyone on the basis of age, race, gender, culture, socio-economic status, religion or creed, or handicapping condition.
2. Reading Buddies will not report to school sites or sessions or represent the Reading Buddy program in any capacity under the influence of drugs or alcohol.
3. Reading Buddies will use only positive techniques while working with children during Reading Buddy activities including: positive reinforcement, encouragement, redirection, and the anticipation and prevention of potential problems. Reading Buddies will never physically or verbally abuse a child.
4. Reading Buddies should be at their assigned site(s) only during regularly scheduled tutoring sessions.
5. Reading Buddies will not use tobacco products at program sites at any time.
6. Reading Buddies clothing must be appropriate to the site environment.
7. Reading Buddies will not carry a concealed weapon or firearm on school ground at ANY time.
8. Reading Buddies will not engage in displays of intimate affection toward others in the presence of students, parents, staff, or other volunteers.
9. Reading Buddies will not use profanity in the presence of students, parents, other volunteers, or staff.
10. Reading Buddies will maintain confidentiality and will discuss information about students only with the site director and SAYL staff.
11. Falsifying information on the Reading Buddy Application is a breach of the Reading Buddy Code of Ethics and will result in the applicant being denied the opportunity to volunteer with SAYL.
12. Reading Buddies should report, in confidence, any suspected violation of the Code of Ethics to the SAYL Program Director.

Volunteer Reading Buddy Description

Volunteer Reading Buddy Program Goals

- To provide opportunities for guided reading practice with a caring individual.
- To foster an enjoyment of reading.
- To enhance motivation and self-esteem of at-risk children through the experience of reading.

Overview

SAYL seeks volunteers who have a desire to work locally with San Antonio youth to combat illiteracy. SAYL depends on a large number of compassionate and dependable volunteers to implement the Reading Buddy program.

Reading Buddy Job Description

Struggling readers need the reinforcement of skills taught in the classroom. Reading Buddies help students by supporting the concepts being taught in school and giving extra reading practice they may not receive otherwise. SAYL gives Reading Buddies clear strategies about how to support children for whom reading is difficult.

The intent of the training received in SAYL's Reading Buddy program is to help tutors become comfortable and competent in working with struggling readers. We know that in the half hour per week Reading Buddies spend working with the student it is impossible to solve all the problems the child is having with reading, but tutors can work to help build the child's confidence in attempting reading skills and strategies that will help him/her in his journey toward becoming a successful reader.

Specific Responsibilities

- Complete the one-time, two-hour tutor training session
- Consistently and punctually report to appointed shift
- Read with assigned students for at least 1 hour per week, 30 minutes per student
- Keep track of student's progress for administrative evaluation of the Reading Buddy program
- Talk with students to help them feel more comfortable with reading and to help improve their self-esteem
- Work with students on various word and reading activities

Volunteer Qualifications

- Must be able to work in a variety of situations with a diverse group of students.
- Must be patient and understanding.
- Must complete a two-hour training program as well as pass a criminal background check.
- Must be reliable and dependable.
- Must be at least 17 years old
- Must commit to working at least one hour per week tutoring students.

Training Requirement

An initial two-hour training session is required. SAYL will also hold periodic continuing education sessions for all Reading Buddies. These continuing sessions are not mandatory, but are highly recommended for Reading Buddies to attend, as additional support and training are essential to the continued improvement of SAYL's students.

Reports To

Program Manager and Executive Director