

Hekab Be Volunteer Guidelines & Agreement (English)

1. Please keep in mind that the children speak Spanish primarily. When communicating with them, be conscious if there is a language barrier and request translation when needed, especially when giving instructions for an activity. Also, remember that some words have a different connotation when translated to Spanish from a different language and may not be appropriate for children. Choose your words carefully.
2. Modest dress is mandatory. Please refrain from wearing provocative clothing (form fitting, low cut, revealing, containing adult language or themes, etc.) on the premises.
3. Maintain appropriate physical contact.
4. Stay engaged with the activities that are happening, rather than distracting the children to perform other tasks or play different games. Leaders of activities (Director, teacher or Volunteer Leader) have the floor, and volunteers should help encourage the children to give them their focus.
5. When creating or choosing games, crafts, etc. be prepared to work with children of all ages between 3 and 14 years old together. Some projects can be broken into one for older children and another for younger children.
6. Personal invites for engaging the children outside of the library are strictly forbidden.
7. Children are responsible for organizing toys and materials after each use and prior to moving on to another activity. We request that volunteers reiterate and help facilitate this expectation.
8. Volunteers should not be utilizing social media to make requests for funds or donations of supplies for Hekab Be without obtaining approval from the Director or the Board.
9. Volunteers do not have authorization to speak on behalf of Hekab Be. If anyone asks you questions, please direct them to the Director or a Board member.
10. Be safe! Have fun!

By signing this agreement, I acknowledge that I have read, understand and agree to adhere to these listed guidelines and to exercise good judgment to maintain a safe and fun learning environment for the children of Hekab Be.

Name_____

Signed_____

Date_____