



# U.S. INTERNATIONAL CHRISTIAN ACADEMY

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*U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".*

## **The role of orientation for volunteer**

U.S. International Christian Academy Orientation is a critical component of any volunteer because it is the first training stage for new volunteers. The orientation process should provide a specific set of learning experiences tailored to various volunteer positions( Office, Teacher Aid, Counselors, Admission Representative). The volunteer should be familiarized with the School organization's mission, vision, values, philosophy, sources, online classes, admission process, and staffing patterns.

1. The volunteer should become familiar with the specific expectation and responsibilities of the volunteer job.
2. The volunteer and manger of volunteers should plan for future training needs of the volunteer.
3. The volunteer should become familiar with physical location, resources, record keeping and support systems, applications and forms, online courses, ebookstore, elibrary, books and online links.
4. The volunteer should be oriented to the specific job description and its relationship with the mission and work of U,S, International Christian Academy.

## Rights and responsibilities of volunteers

All volunteers have certain rights and responsibilities. The following are general rights and responsibilities that an organization may wish to consider and incorporate into the volunteer policies.

- **Right:** to be assigned a job that's worthwhile and challenging, with freedom to use existing skills or develop new ones.
- **Responsibility:** to accept an assignment of their choice with only as much responsibility as they can handle.
  
- **Right:** to be trusted with confidential information that will help them carry out their assignment.
- **Responsibility:** to respect the confidence of the student, parents, and the School.
  
- **Right:** to be kept informed through internal communications, attendance at meetings, memoranda, etc.
- **Responsibility:** to fulfill their commitment or notify their supervisor early enough that a substitute can be found.
  
- **Right:** to be provided adequate orientation, training and supervision for the role they accept; to know why they are being asked to do a particular task.
- **Responsibility:** to follow guidelines and policies as established by the School
  
- **Right:** to expect that their time will not be wasted by a lack of planning, coordination and cooperation
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- **Responsibility:** to provide feedback, suggestions and recommendations to paid staff if these might increase the effectiveness.
  
- **Right:** to know whether their work is effective and how it can be improved; to have an opportunity to increase their understanding of self, others and the community.
- **Responsibility:** to use time wisely and not interfere with the performance of other volunteers and school staff.
  
- **Right:** to be provided appropriate recognition in form of awards, certificates, etc., but even more importantly, recognition of day-to-day contributions.
- **Responsibility:** to provide feedback, suggestions and recommendations to the supervisor if these might increase the effectiveness.
  
- **Right:** to ask for a new assignment when ready for new challenges and/or responsibilities.
- **Responsibility:** to be considerate, respect others' competencies and work as a member of a team with all paid and volunteer staff.

## **Rights and responsibilities of the School to volunteers**

U.S. International Christian Academy has a responsibility for orienting, supporting and nurturing volunteers.

1. To accept volunteers as a part of the team, including them in training and staff meetings that pertain to their work assignment;
2. To establish and communicate clearly defined lines of supervision so volunteers know to whom they are responsible;
3. To accept and trust volunteers with the same respect accorded to salaried staff, sharing confidential information if they can function better with that information;
4. To help volunteers understand why their contributions towards a particular responsibility are important;
5. To encourage volunteers to suggest different ways of accomplishing objectives or new approaches that will improve the goals of the organization
6. To help new volunteers, particularly those of limited experience and resources, and those with differing and diverse backgrounds and beliefs to feel accepted by others;
7. To be willing to dismiss a volunteer if the individual is no longer contributing positively to the School
8. To allow a volunteer to leave a particular position once the objectives have been accomplished;
9. To encourage volunteers to accept new experiences, or encourage improperly placed volunteers to seek new assignments;
10. To extend appropriate recognition of and appreciation towards volunteers; and
11. To encourage clients, leadership, paid and volunteer staff to welcome and accept volunteers.

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