



Volunteering at The Pilot House

Signing up to volunteer is a commitment to The Pilot House, our children/young adults with special needs, and their families. Classes run for 12 weeks per session, and volunteers must be willing to commit for the full 12 weeks.

(There will be other opportunities to volunteer at TPH events, for those who cannot commit to a 12-week session. Please inquire via email)

Volunteers are expected to:

- Attend the assigned class or program on a regular basis.
- Arrive on time, prepared for the class or program
- Treat others with respect and kindness, regardless of their special needs
- Teach and learn from others
- Help and support fellow volunteers
- Execute their role to the best of their ability
- Maintain honesty and high ethical standards while volunteering
- Keep TPH member's information strictly confidential
- Wear appropriate clothing when coming to volunteer at TPH

In the event that unforeseeable circumstances (illness, emergency, etc.) prevent a volunteer from attending a class or program, please inform us **ASAP** by emailing info@thepilothouse.org or calling 203-292-8452.

In the event that foreseeable circumstances (vacations, appointments, etc.) prevent a volunteer from attending a class or program, please inform us at least **1 week in advance**.

***Multiple absences may result in re-assignment.**

General Guidelines

- Please devote your attention to the students. Do not use cellphones during class.
- Please participate in the activities. If you are fully involved, the students will be more inclined to participate as well.
- The best way to work with a child is to understand his/her personality and behavior. Try socializing with the children so that you will get to know each other better.
- During clean-up time, please work with your peers to clean-up the classroom (throwing away trash, returning materials to where they belong and putting away supplies). The teacher may provide additional instructions.
- Follow the rules set for program and the directions given by TPH staff.
- Minimize classroom disruptions by being mindful of how your actions affect the classroom (e.g. is the teacher trying to give instructions, is your student interfering with another student's work, etc.)
- Act responsibly. Use your best judgment as to whether an action is appropriate. If you are unsure, please ask a TPH staff member.
- Wasting time is strongly discouraged. If you feel you have free time, please check with a TPH staff member to see if there is anything that you can help with.
- Do not try to handle things beyond your ability. If you have any questions, please ask a TPH staff member.
- For the safety of our students: friends, family members, or other visitors will not be allowed within the classrooms. They can only stay in the designated "waiting area". Supervised visitation requests may be granted by the Director, Doreen Caruso.

Confidentiality

- TPH members are entitled to privacy and confidentiality, and our volunteers must respect these rights.
- Please keep our member's personal information confidential.
- No photos should be taken by volunteers with either cellphones or cameras.