

BLAST PROCEDURES

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ARRIVAL:

- BE READY TO WORK ON TIME
- **Sign in (brown log book)** . . . get name badge. Store personal items in designated place.
- Assist with any set up as needed.
- Greet students as they arrive. They love to be called by name!! **PLEASE REMEMBER YOU ARE NEEDED TO INTERACT WITH THE STUDENTS AND NOT JUST TO SOCIALIZE WITH YOUR FRIENDS. Silence cell phones and use only in emergencies with permission of staff.**
- **Please observe all "boundaries" of appropriate physical contact between yourself and student AND between yourself and other volunteers.**

FRONT DESK:

- This table is the communication center for BLAST. There will be a cell phone and a walkie-talkie at this location. This is where you meet to receive your orientation.
- Should you need to use the bathroom, ask a staff person. **Do not go in student bathroom.**

SNACK TIME:

- Arrange snack at back of multi-purpose room. Use gloves when handling food.
- Monitor food distribution to make sure everyone has only his/her share.
- Remind students to clean up after themselves. Move trash can for easy access.
- Wipe down tables as needed.
- Sweep/spot mop inside area as needed.
- Set up extra snacks as directed for an additional group of students who may arrive later.
- No eating on stage area or outside unless directed by staff.
- Candy purchased on Wed. must be taken home in backpack.

STUDY HALL:

- You will be assigned to a class; work under the direction of the Group Leader.
- Encourage students to get started quietly on homework. Be responsive to all students who need your help.
- Take the initiative to correct students who are not on task (talking, playing); encourage them by offering assistance. **Assistance means helping with the process, not giving the answers.**
- **Spot Check assignments for accuracy and understanding of concept presented.**
- Direct students who have completed work to quiet activities (reading, flash cards, etc.)
- No food should be eaten during Study Hall except by late arrivals in MPR prior to going to Study Hall.

RECREATION:

- Students must walk all the way to the field. Send them back if they run.
- Students may not go over any walls or fences and must be supervised in all areas of activity.
- No wrestling is allowed. **School rules apply to all activities** unless otherwise noted.
- Organized Group Games are intended to include ALL children.
- All equipment needs to be accounted for and returned to Group Leader.
- Accidents or injuries should be brought to the attention of permanent staff.

- Help kids have a good time in a safe environment, free from bullying, name-calling or physical danger.
- Review Playground rules specific to Los Pen equipment.
- Volunteers should be alert and moving among children to which they are assigned. Do not sit!

TEAM ASSEMBLY/BREAK AWAY:

- **Position yourself among students** to assist with supervision as needed.
- Model good listening behavior for the students and **encourage them to be good listeners.**
- **Reinforce lesson aims** as appropriate.
- **On Wednesdays and Fridays, our schedule allows for longer Break Away Sessions, reinforcing key character values.**

CLEAN UP:

- Rearrange tables and chairs as directed.
- Pick up trash, sweep and mop floor, and return all equipment to the cabinets.
- Trash is taken out to the dumpster to the right inside the walled area. Trash goes **to the left**, and recycling is **to the right**.
- Sign out (student volunteers **also** update 3x5 card with date/ # of hours worked and refile by last name in card file.)
- Unclip nametag, remove from plastic holder, and file alphabetically by first name in card file.
- Turn used T-shirt right side out to be washed; leave in white basket.

**At NO time should any volunteer be alone with a student.
If a student lags behind, continue to MPR and alert a staff person.**

Thank you for volunteering! We appreciate your time.