

Volunteer Basics

After School STEM Academy (ASSA)

MISSION: *Washington Alliance for Better Schools is a collaborative of school districts that leverages resources, talent and intellectual capital to help over a quarter million students graduate career and college ready.*

Roles

- Volunteer Role – activity facilitator
- Teacher Role – assistance with logistics and discipline issues if they arise

Before the First Session:

- Read through the whole facilitator guide to get a sense of the activities
- Look through your materials bag to familiarize yourself with materials
- Email the teacher to confirm dates and time of sessions; ask for any specific info you should know about parking, where to check in, etc.
- Coordinate with other volunteers at your site (who will bring the materials kit, ensure that there is at least one volunteer to cover each session, how will you divide up facilitation)
- Ensure you have completed required district background check forms

At the First Session:

- Check-in with the office upon arrival (it is advisable to arrive a bit early the first day in case there is additional paperwork to complete)
- Set-up materials for the session
- Students will work in small groups (3-4) for nearly all activities

At Each Session:

- Check-in with the office upon arrival
- Set-up materials for the session
- Greet students as they arrive
- Facilitate the activity using the facilitator's guide (make sure you know what you are doing prior to entering the classroom)
- Share experiences you have had in your career that might relate to activities that the students are doing

At the Last Session:

- Distribute student and teacher gifts from Boeing
- ***Leave the materials bag in the classroom with the teacher***

Tips on Grouping Students

- Depending on the size of your group, determine whether you will have groups of 3 or 4 students (there will usually be 8 small groups)

- Some groups of students may be able to choose their own groups
- If self-selected groups results in too much inattention, try randomizing groups by counting off or handing out numbered index cards
- Collaborate with the teacher for help in grouping students – they may know who will work well together and who will be more challenging

Engaging Students

- Ask open-ended questions
- ASSA lessons are more about experimentation and the process than the actual product; there are no “right” answers
- Encourage all students to participate in some way, such as gathering materials, recording ideas, presenting outcomes, etc.
- Spent time listening to each group – ask questions about their design, but don’t take over
- Encourage groups to share with one another – things they learned, challenges, what they would do differently next time

For Questions About:

- Curriculum or materials, contact Cindy Sackett at WABS
 - cindy@wabsalliance.org / (206) 393-4918
- School logistics or student issues, contact your teacher
 - If issues are unresolved or persist, please contact Cindy Sackett at WABS
 - cindy@wabsalliance.org / (206) 393-4918
- Boeing, please contact Samantha Rhodes
 - samantha.j.rhodes@boeing.com

Access the Curriculum Resources on the WABS website:

<http://www.wabsalliance.org/expanded-learning/afterschool-math-and-science-program/volunteer-resources/>