



Princeton Learning Cooperative | P.O. Box 167, Princeton, NJ 08542 | 609-851-2522 | info@PrincetonLearningCooperative.org

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Volunteer Job Description & Community Agreement

Welcome to the Princeton, Bucks, and Raritan Learning Cooperatives!

The Learning Cooperatives (TLC) are a non-profit educational community whose mission is to help teenagers live and learn without school. TLC provides a full-time program that supports families to develop and implement, under homeschooling law, a personalized educational plan for teenagers.

- Our centers are open Monday, Tuesday, Thursday, and Friday, from 8:45am to 3:15pm.
- Ways in which people volunteer at a center:
 - one-on-one tutoring,
 - leading a small class or activity,
 - offering a one-time or series of workshops, and
 - providing work, volunteer, or internship opportunities for our members.
- Classes and tutoring are scheduled for 1 hour per week.

Thank you in advance for your participation and contribution. TLC centers strive to create a community environment which supports and respects all: teen members, staff, and volunteers alike.

It is our sincere hope and expectation that you will find it to be an interesting and satisfying experience.

Teaching at a Learning Cooperatives Center:

Because Princeton, Bucks, and Raritan Learning Cooperatives are not schools, but rather resource centers for teenagers who are learning outside of school, teaching at a center in key ways:

- Legally and in other ways, members who come to our centers are homeschoolers.
- Attending classes is voluntary. Members are not in any kind of trouble if they don't attend classes.
- Some classes may work best if participants regularly attend whereas others may be well suited to a drop-in format. You can ask for the level of commitment that works for your class, then they can decide whether or not they want to make that commitment.
- The learning cooperative has no obligation to cover any particular curriculum, state or otherwise, or to make its members learn any particular content.
- Grades and assessment are not typically part of classes but may occasionally be requested by teen members, and staff may ask you for informal feedback.
- Members across the age range of 12 to 18 all attend classes together.

Expectations for Volunteers:

- Demonstrate a dedication to TLC's mission and guiding philosophy
- Willingness to share your time, skills, expertise, and passion with interested young people
- Contribute to the best of their abilities, in a welcoming, respectful, and inclusive manner.
- Inform center staff of any scheduling conflicts as soon as they arise.

Youth Protection

- TLC's board policy states that all volunteers who work with members of Princeton, Bucks, and Raritan Learning Cooperatives must submit to a criminal background check.
- To create and maintain safety in the relaxed atmosphere of TLC centers, we ask that you remember that the teen members you work with are not peers. We do encourage relationship-building with the teens by acting as a role model and teacher.
- A member should not be alone with a volunteer, except for private tutorials in a classroom in one of our centers or in a public space with the center staffs' prior knowledge.
- Any contact you have with our members outside of the Princeton, Bucks, and Raritan centers must be communicated in writing either to a staff member or the teen's parents, prior to any interaction with the teen member.
- Volunteers are not permitted to drive members in a vehicle, except in special cases with advanced approval by a staff member.
- Inform a staff member if you suspect that a member has experienced abuse or neglect.

General Guidelines

- Dress Code: Overly casual and/or inappropriate clothing is not welcome.
- Please start and end your activity/class on time.
- There is no smoking or vaping whatsoever in the building or on the premises.
- Ask teens to stop inappropriate behavior. If you are uncomfortable or you don't feel heard, please talk to a staff person. It is important to us that everyone – volunteers, teens, and staff – find the center to be a safe and comfortable place.
- If anyone should suffer a serious injury or otherwise be in crisis, call 911 immediately and alert a staff person. For all injuries or incidents, notify a staff person.
- Centers use digital communication platforms (e.g., Slack) to communicate with class/tutoring participants, and encourage volunteers to use them.
- Volunteers are asked to record what they do in their class or activity, for use in the documentation and college application process.
- Generally, we ask that volunteers not bring their children with them to the center. Please be in contact with the staff person if you must bring your child with you.
- Treat any personal information shared with you regarding our members as confidential.

I recognize that I am joining the learning cooperative community and agree to abide by its policies and guidelines, as described above.



**THE LEARNING
COOPERATIVES**
PRINCETON • BUCKS • RARITAN

Volunteer Application

Name: _____

Email: _____ **Cell Phone:** _____

Address: _____

Current Occupation: _____

In what capacity are you interested in working with the members of the learning cooperative?

_____ One-on-One Tutor Topics: _____

_____ Class/Workshop Leader Topics: _____

_____ Internship Provider/Mentor Type of Work: _____

What is your availability?

_____ Monday: _____ _____ Tuesday: _____

_____ Thursday: _____ _____ Friday: _____

Have you read, understood, and agreed to the responsibilities and qualifications outlined in the Learning Cooperatives Volunteer Job Description and Requirements, as well as the Community Agreement?

Yes _____ No _____

Have you ever been accused of or convicted of a sex crime?

Yes _____ No _____

Have you ever been accused of or convicted of a crime involving the abuse or corruption of a minor?

Yes _____ No _____

Are you willing to submit to a background check?

Yes _____ No _____

I am aware that The Learning Company is relying on the truthfulness of the statement I have made in this application. By signing below, I promise and attest that the information I have provided above is true and complete.

Signature

Date