

Princeton Learning Cooperative
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Bucks Learning Cooperative
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Volunteer Job Description and Requirements

The Learning Cooperatives are a non-profit educational community whose mission is to help teenagers live and learn without school. In order to achieve its mission, the Learning Cooperatives provide support services to help families use homeschooling law to develop and implement a personalized educational plan for their teenage children in place of traditional public or private schools.

- Our centers are open Monday, Tuesday, Thursday and Friday from 8:45am to 3:15pm.
- There are a number of 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, activities, and tutoring are typically scheduled for 1 hour per week on Mondays, Tuesdays and Thursdays, workshops are usually scheduled on Fridays.
- Our volunteer workforce consists of supportive members of nearby communities, parents of TLC members and alumni, current and recently graduated college students, as well as federal work-study students attending nearby colleges.

Teaching at a Learning Cooperatives Center:

Because Princeton and Bucks Learning Cooperatives are not schools, but rather resource centers for teenagers who are learning outside of school, teaching at a center is different from teaching in a middle school or high school. Here are some of the key aspects:

- Legally and in other ways, the young people who come to our centers are homeschoolers. They are not fulfilling the state's compulsory school attendance law by anything they do at the center; rather, their family's compliance with local homeschooling regulations fulfills that requirement.
- Attendance at learning cooperative classes is not compulsory. Classes and workshops are one part of what we offer, but not the only part.
- Although classes are not compulsory, and members are not in any kind of trouble if they don't attend classes, some classes may work best if participants regularly attend — classes with sequential material, for example — whereas others may be well suited to a drop-in format. It's best to make clear at the start which kind of class yours will be. You can say that this particular class will work best if people make a commitment to attend regularly, and you can let the students know what kind of commitment would be expected. Then they can decide whether or not they want to make that commitment.
- The learning cooperative has no obligation to cover any particular curriculum or to make its members learn any particular material. We're not required to follow any state curriculum or even an individual family's curriculum.
- The classes don't offer final grades or even alternative forms of assessment like portfolios or narrative reports, although some teens may request a narrative evaluation for use on their homeschool transcript. Also, some teachers and students find using tests and quizzes as learning

tools is useful. This decision is left to the individuals involved and is always voluntary.

- Teen (and pre-teen) members in a class may span a wide range of ages and what would traditionally be called grade levels.

Volunteer Qualifications:

- Demonstrated dedication to the mission and guiding philosophy of the Learning Cooperatives
- A willingness to share your time and skills, expertise and passion with young people
- Skills or expertise in areas that are of interest to our members

Volunteer Expectations:

- Volunteers will provide the services they agree to provide to the best of their abilities and in a welcoming, respectful and inclusive manner.
- Volunteers will inform center staff of any scheduling conflicts as soon as they arise – repeated cancellations of activities may result in the termination of the volunteer’s relationship with the learning cooperative.
- All contact with our members will be conducted with previous knowledge by staff at the center and will be for the official purposes of the learning cooperative unless otherwise approved by a staff member and/or the member’s parents.
- Volunteers will make themselves available to attend periodic performance reviews by center staff, as well as staff parties and special events at the center.
- Volunteers will update a shared document briefly listing the work done and topics covered in class each week.

Requirements:

- The Learning Cooperatives’ board policy states all volunteers who work with members of either Princeton or Bucks Learning Cooperatives must submit to a criminal background check.
- Please complete and submit our Volunteer Application. A staff person will contact you for an interview. In addition to the application, please provide
 - a copy of your resume
 - a brief bio that we can use for our website

If you have any questions about becoming a volunteer at the Princeton or Bucks centers, please contact us for more information.



Volunteer Application

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

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 and are you able to meet the responsibilities and qualifications of the the Learning Cooperatives Volunteer Job Description and Requirements? (described above)

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