



VOLUNTEER POSITION DESCRIPTION

Location: Patrick Elementary School

Commitment: Full School Day – Morning Arrival Through Afternoon Dismissal

Program Mission

The Dads on Duty program brings fathers, grandfathers, and father figures into our school to create a positive, welcoming, and encouraging environment for every student. Through smiles, high-fives, kind words, and acts of service, Dads on Duty volunteers help children feel valued, confident, and connected to their school while providing meaningful assistance to teachers and staff.

Primary Responsibilities

1. Welcome and Encourage Students

- Create a positive start and finish to each school day by greeting students at arrival and dismissal times.
- Welcome students with smiles, good-morning greetings, and high-fives.
- Offer encouragement and positive reinforcement.
- Help students feel noticed, appreciated, and excited about school.
- Assist students and school staff when requested.
- Serve as a friendly and positive male role model.

2. Support Teachers and Administrators

- Provide practical assistance that helps teachers and staff focus on educating students.
- Check regularly with the front office for assignments.
- Deliver forgotten items from parents to classrooms.
- Deliver classroom supplies and materials.
- Assist with special projects and school activities.
- Help with event setup and breakdown, organizing, cleaning, and library activities when assigned.
- Complete special requests from teachers and administrators.

3. Encourage Students During Lunch and Recess

- Build positive connections with students through friendly interaction and encouragement.
- Eat lunch with your child at the assigned time.

- Circulate through the cafeteria, greeting and encouraging students.
- Maintain a positive presence on the playground.
- Organize group games when appropriate.
- Recognize acts of kindness and positive behavior with Dads on Duty stickers.
- Coordinate lunch and playground coverage with other volunteers.

4. Maintain a Positive and Respectful Presence

- Be visible and approachable without disrupting instruction.
- Offer quiet smiles and thumbs-up in hallways.
- Respect classroom learning and school routines.
- Follow staff directions and respond to requests for assistance.
- Demonstrate patience, kindness, enthusiasm, and respect.

Classroom Participation

- Classroom and library visits are permitted **by invitation and prior teacher approval only**.
- Request approval by email at least one week before your volunteer day.
- Arrange the specific time and location with the teacher.
- Approved activities may include reading to students, brief introductions, or assisting with classroom activities.
- Respect the teacher's decision. Classroom access is not guaranteed.
- When delivering items, knock on the classroom door but do not enter unless invited.

Volunteer Expectations

- **Be Positive:** Bring a smile, enthusiasm, and encouragement to every interaction.
- **Be Dependable:** Arrive on time and fulfill the day's assignments.
- **Be Flexible:** Assist wherever teachers and administrators request help.
- **Be Respectful:** Follow school procedures and avoid disrupting instruction.
- **Be Engaged:** Remain visible, attentive, and available throughout assigned activities.
- **Be a Role Model:** Demonstrate kindness, patience, integrity, and respect.
- **Be Safety Conscious:** Follow all school security, confidentiality, and student protection policies.
- Volunteers do not replace teachers or school staff, administer discipline, or independently supervise students unless specifically authorized under school policy.

Qualifications

- No teaching or professional educational experience is necessary.
- Volunteers should have:
 - o A genuine desire to encourage and support children.
 - o A positive, friendly, and approachable personality.
 - o A willingness to serve teachers and school staff.

- o Reliability, patience, and good judgment.
- o The ability to follow directions and school policies.
- o Completion of all school-required volunteer screening and orientation.

Measures of Success

- A successful Dads on Duty volunteer contributes to a school environment where:
 - o Students begin and end their day feeling welcomed and encouraged.
 - o Children receive positive attention and recognition.
 - o Teachers and administrators receive useful, timely assistance.
 - o Students observe positive male role models serving others.
 - o The school community experiences greater connection, kindness, and support.