



# Volunteer Handbook

## 2023-2024

Phone: 225-387-5082  
8538 GSRI Avenue, Baton Rouge, LA 70810  
[www.gardereschool.com](http://www.gardereschool.com)

School Hours: Monday – Thursday 7:25am - 5pm;  
Friday 7:25am - 4pm

*Gardere Community Christian School admits students of any race, color, national or ethnic origin, gender, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Gardere Community Christian School does not discriminate on the basis of race, color, national or ethnic origin, gender, or religion in administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs.*



## GCCS Mission

Our mission at Gardere Community Christian School is to provide a firm Christian foundation in the educational and spiritual life of children in the Gardere neighborhood, encouraging them to grow into and become the person God created them to be. We believe that a child's education must be comprehensive. Academically, the student will grow in knowledge and wisdom. Training in social skills will be provided. In all of this, we are committed to caring for and nurturing the child's spiritual life.

## GCCS Statement of Faith

- We believe that the Scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.
- We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.
- We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.
- We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
- We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith are born again into the family of God.
- We believe that the family of God is the church, which is the body of believers of which Christ is the head.
- We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost. Volunteers are vital to the success of our school and invaluable to the staff and students



## Volunteer Qualifications

- Love children and be sensitive to their needs
- Be age 18 or over (unless prior approval for students ages 15-17)
- Be ready to listen
- Be able to maintain confidential information
- Agree to comply with GCCS mission and statement of faith
- Be faithful with hours of agreed upon commitment
- Complete application form/background check at:  
<https://www.ministryopportunities.org/gardereCCschool> \*Volunteer acceptance is dependent upon a clear background check and approval by the Executive Director. [Donate](#), if possible, \$15 to “GCCS” to help cover the cost of the background check
- Complete all GCCS volunteer education/training requirements with the Volunteer Coordinator:  
***GCCS Volunteer General Orientation Module***  
***GCCS Playground Supervision Module***

## Tips for Volunteers

### **Be an Active Listener:**

- Maintain good eye contact
- Lean forward slightly
- Reinforce by nodding or paraphrasing
- Clarify by asking questions
- Actively move away from distractions
- Be committed to understand what is said

### **Use positive behavior statements:**

- Let’s try that again.
- Remember to walk.
- Good try, let’s do it again!
- Since it is my turn to talk, it is your turn to listen.
- Great job!



## General Expectations:

- Wear a name tag
- Dress appropriately – T-shirts should display appropriate pictures or writing. Avoid wearing references to specific food items. Volunteers should avoid tight or suggestive clothing, short shorts, and short skirts.
- Minimize personal distractions during your time with GCCS (ie, turn off your cell phone)
- Leave all personal belongings in the front office, except for materials needed for volunteer activities.
- Photographing/video of the students is **NOT** permitted, unless specific directions are given to you by GCCS staff.
- Meet with students only in open spaces, easily viewed by GCCS staff at all times, never behind closed doors.
- Request permission from the front office to meet with students outside of the school building for any reason.
- Students should not be given any food items as a reward.

## Expectation for Communication:

- Cooperate with classroom teachers and staff.
- Communicate clearly with GCCS staff at all times, letting them know quickly if a problem or concern arises.
- All mentors should complete the short mentor form after each weekly visit with the assigned student.
- Avoid use of your cell phone, please turn your phone to vibrate or off.
- Redirect students to return to topic if they ask personal or other off topic questions.
- Treat students with respect and remind them to treat you and others with respect.
- If you are unsure, ask for direction and clarity.
- Remember you are here for the students, not to socialize with other adults. Please respect the fact that the teacher's focus and yours needs to be on the children.
- Use your manners and remind students to use their manners also.
- Please notify the school as early as possible if you are unable to keep your volunteer commitment. If it is a short notice, please call the school at (225) 387-5082. For all other schedule changes, please notify [kaylalamons@gardereschool.com](mailto:kaylalamons@gardereschool.com)

## Safety:

- All touching should be appropriate, using only your hand touching the student's arm or shoulder. Giving side hugs is appropriate, if initiated by the student. Discourage students from jumping on you or others. No student should be lifted off the ground at any time.
- Parking for all volunteers is available in the lot across Seaboard Avenue, as our parking spaces are limited.