



INSPIRE

a shalom afterschool initiative

cultivating confidence, community, and change

Volunteer Handbook

2020-2021

View online at: <https://shalominternationalministry.com/volunteers/> (click "Volunteer Handbook")

Last revised September 2020



Inspire: A Shalom Afterschool Initiative

Volunteer Agreement Form

Volunteer Handbook Acknowledgement and Receipt

I, _____, certify that I have received and reviewed the Volunteer Handbook for Inspire: A Shalom Afterschool Initiative.

I further understand that, by signing this statement as required I am indicating that I have read the Volunteer Handbook and understand its contents, or have discussed questions I have with the Program Coordinator. By signing this statement, I commit to following the volunteer requirements as outlined in this handbook. I also realize that this statement, along with my Volunteer Application and Background Check will become a permanent part of my volunteer personnel file.

Volunteer's Name (Please Print)

Signature

Date

Please tear off this form and return it to Teni-Ola Ogunjobi when completed.

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Purpose of Handbook and How to Use It

This handbook has been produced to help you become better Inspire volunteers. This book will share with you a little of our history, philosophy, vision, practices, and policies, as well as all the benefits we will provide to you as a valued volunteer.

We hope this handbook will allow you to feel comfortable with us. We depend on you - - your success is our success. Please don't hesitate to ask questions. The Program Coordinator will gladly answer them. We believe you will enjoy your volunteer work and your fellow volunteers here. We also believe you will find Inspire a good place to volunteer.

We ask that you read this handbook carefully, and refer to it whenever questions arise. We look forward to having you join us!



INSPIRE

a shalom afterschool initiative

Dear Volunteer,

On behalf of Shalom International Ministry and the Clarkston community, I want to thank you for your interest in and involvement with Inspire: A Shalom Afterschool Initiative.

At Shalom we strive to seek the peace, well-being and wholeness of our community. An integral part of reaching that is fostering academic success and holistic development of our youth. Reaching these goals requires a community-wide effort. In addition to the commitment of our church, staff and church partners, we must have strong community partnerships. Volunteers play a critical role in this effort; we could not be successful without you.

All that we do and offer at Inspire – the tutoring, the meals, the games, the home visits – all of it is made possible through the commitment of volunteers. Thank you in advance for helping us to cultivate confidence, community, and change in the lives of youth in Clarkston.

I look forward to working closely with you as we unite to serve our youth.

Sincerely,

Teni-Ola Ogunjobi

Director



Inspire Overview

In September 2014, Shalom International Ministry successfully launched Inspire: A Shalom Afterschool Initiative. This outreach ministry serves the refugee and immigrant youth of the Clarkston community by offering middle school students a safe environment, healthy snacks, enrichment activities (sports, arts, engineering challenges, etc.), homework assistance, academic lessons, and team-building activities. In addition, Inspire staff seeks to increase parental and family involvement in student education by making regular home visits, with the goal that parents will feel empowered to contribute to their children’s success. Through these activities, Inspire supports students to grow as critical thinkers, excited learners, and self-confident young adults. By bringing together students from a variety of countries and cultures, Inspire seeks to build a peaceful community where all can prosper. In its first four years, Inspire served an average of 20 students per day from the Clarkston community.

Mission Statement: At Inspire our mission is to seek peace, prosperity, well-being, and wholeness in Clarkston through the holistic development of middle school youth in our community.

Vision: At Shalom our vision is to “seek the Shalom of the community” by addressing the social, economic, emotional, physical, and spiritual needs of those around us. Through Inspire, we aim to seek Shalom by contributing to the holistic development of the middle school youth in our community. By providing homework assistance, learning activities to build basic reading and math skills, and opportunities for creative expression and physical health, we help them grow as critical thinkers, self-confident young adults, excited learners, and socially responsible community members. We also work to empower family members to become engaged in their student’s academic success through regular home visits.

Program Goals

At Inspire, we strive to:	
1.	Offer a safe place (virtually or in-person) for students after school and provide healthy food options (stable shelf food and fresh veggies and fruit to support food insecurity at home and snacks at Inspire) and supplies (school, sanitizing, and PPE supplies) and expose students to new ideas, topics, hobbies, career options, interests, opportunities, etc. (“safe” defined as: upheld dignity & no drugs, weapons, gang activity, or bullying)
2.	Offer academic, school supply and technology support to students.
3.	Stay connected to students and families during COVID-19 pandemic and support parental involvement in children’s education.
4.	Fundraise to cover 100% of program expenses and the annual Inspire Budget.
5.	Facilitate community engagement through relationships built across language, ethnic, and cultural differences between students and wider Inspire community.

6.	Provide an extension of academic and social support and resources to Inspire alumni to facilitate students' transition into high school and beyond.
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General Organizational Information

Inspire is an outreach ministry of Shalom International Ministry (Shalom), a new worshipping community of the Presbyterian(USA) Church that meets at Memorial Drive Ministries. Shalom receives organizational support from the New Church Development Commission of the Presbytery of Greater Atlanta. For contact information at each of these organizations, please see Page 11.

Programs of Shalom International Ministry

Worshipping Community – At its core *Shalom* is a worshipping community. Sunday evenings at 6:30pm, the congregation of *Shalom* gathers at the chapel of Memorial Drive Ministries to hold a worship service. We gather to pray, sing and dance, and hear the Word proclaimed.

Children’s Ministry – Every other Saturday, *Shalom* offers a fun and safe place for children to play, to interact with friends, and to hear the Word of God. We also provide the children with a substantive meal and take-home snack bags.

Youth Ministry – Friday nights there is a youth group meeting at the church. In African culture, “youth” is a term that generally refers to people who are not married (including both teenagers and young adults). During their weekly meetings, the youth sing, share with one another about their week, and deepen their understanding of the Bible and the Christian faith.

Inspire: A Shalom Afterschool Initiative – Monday through Thursday, middle school students from the neighborhood attend the afterschool program. We offer a safe place, academic support, and enrichment activities. Fridays we do home visits to foster parental involvement students’ education.

Volunteer Descriptions and Benefits

Volunteering with Inspire can take on a variety of faces; you may spend your time helping a student understand and complete their homework; studying with a student for an upcoming quiz or test; reading with a student; helping a student engage with an activity in our Learning Center; teaching English to English Language Learners; serving snack; leading music class, basketball, or craft time; visiting students and their families in their homes; or running through math flashcards with a student. The needs of our students are many and varied, and we attempt to meet those needs through a variety of activities.

For a complete description of volunteer positions, including hours and other requirements, please go to www.shalominternationalministry.com/volunteer/.

We trust that you will find volunteering at Inspire to be both challenging and rewarding. As you give your time and energy to help educate our students, you will find that you are learning as well. Our

students will teach you new languages develop friendships with you, show you new ways to do things, and make you laugh. Working with our students will make you feel valued. It will add variety to your life as these students and activities are likely unlike what you spend most of your time doing and thinking about. You just might be surprised how much you enjoy hanging out with middle schoolers!

Volunteer Expectations, Policies, and Procedures

Schedule

We rely on you, our volunteers, to run a successful program. Because of this, we request that you commit to a regular schedule (as much as possible) and to a minimum of one day per week. **It is imperative that you inform the Director if you will be absent on your regular day.**

Cell phones

The *student* cell phone policy is that phones are to be put away. If a teacher/volunteer sees a student with his/her phone out, s/he will take the phone from the student and return it to him/her at the end of the day.

In order to lead by example, we ask the same of our volunteers and leaders. **We ask that you do not use your cell phone in front of students.** If you *must* use your phone, please step into the hallway/outside/away from students to do so. It is acceptable for you to use your phone to look up pertinent information while helping a student complete an assignment. Otherwise, we ask that your phone remain put away. We greatly appreciate your cooperation with this.

Dress code

You may dress casually and based on the day's activities. For example, if you are going to lead basketball, it is acceptable for you to wear athletic clothes. **We do ask that you wear shirts with sleeves and shorts that at least as long as your fingertips.** We expect you to use common sense and good judgment in regards to your dress. Shorts, jeans, and casual wear are permitted, but please dress respectfully and in a modest way that distinguishes you as a leader.

The dress code for home visits varies slightly; we request that volunteers conducting home visits wear business casual attire. Please keep in mind that many of our students are Muslim and it is important that, when doing home visits, Inspire staff and volunteers show respect for Muslim culture and dress requirements. If you will be conducting home visits you must keep your chest and shoulders covered.

Confidentiality

We expect all staff and volunteers to respect our students' right to privacy. In the performance of your duties as a volunteer at Inspire, you are not to discuss academic or other confidential information regarding students with anyone other than the student's family or Inspire staff.

Initiative

We expect you to be very busy as a volunteer at Inspire. We also recognize that there will be moments when you are unsure how best to be of help to our students. We ask that, in those moments, you **push yourself to take initiative**: ask a teacher what you should do or how you can help; find a student to engage with and help them out or play alongside of them. We expect that you remain engaged with students throughout your time at Inspire.

Our Environment at Inspire

We are very conscious of creating a safe space for our students, which includes being vigilant about the potential for bullying, child abuse, sexual abuse, and disrespect for differences, especially religious difference. For this reason, the guidelines outlined in the next section are set in place to reduce potential for issues.

Child Sexual Abuse Prevention Guidelines

At least two adults should be in every room whenever possible. If there is only one adult in the room, the door **must** remain open and the Director must be notified of the situation. **At no time** is it permitted for there to be only one adult and one student in a room. If a one-on-one conversation is necessary, ensure that it takes place in public/open space (ie: hallway, outside).

All volunteers are required to submit a background check as well as to participate in the Darkness to Light Stewards of Children Child Sexual Abuse Prevention Training prior to beginning to volunteer.

Reporting of Suspected Child Abuse

All employees and volunteers of Inspire who have reason or cause to believe that a child under the age of eighteen has been abused must report any such abuse to the Director as soon as reasonably possible. The Director will then report to the proper authorities at DeKalb County Department of Family and Children Services. Abuse includes physical injury inflicted by a parent or caretaker other than by accidental means, neglect or exploitation by a parent or caretaker, and sexual abuse or exploitation.

Respect for All Religions

For Shalom, the work we do through Inspire is an outward expression of our Christian faith; it is what motivates us to be at work in the community. However, we respect and appreciate all religions and are clear to students, their families, and our volunteers, that we do not allow any sort of evangelism or proselytism at Inspire. We have students of many religions and have assured them all, and their parents, that there will be no religious agenda to our program. We expect our volunteers to uphold this promise.

Homework Room Guidelines

Tutoring

For information and specific techniques on how to best help students working on their homework, please thoroughly read the Inspire Tutoring Best Practices document found at www.shalominternationalministry.com/volunteer.

Computer Rules

1. Students must have permission from a teacher or volunteer to use a computer.
2. Computers are for homework **only**. Students MAY NOT play games on the computer.
3. If students need to print, they must ask for permission first (to ensure that paper/ink are not wasted).

Students Finished with Homework

Students must be working on *something academic* throughout the Academic Hour (5:50-6:50pm). If students are finished with their homework, they can either: a) ask permission to join the Learning Center, or b) stay in the homework room and do any of the activities in the following list. Included in this list are **ways volunteers could work with students during this time**. Please help encourage students to be working on something productive and academic during this time.

- **Read a book**
Read a book *to* a student; read a book *with* a student; listen as a student reads a book to you;
Read a book to a small group of students; have students take turns reading a page.
Ask questions about the book: what happened? What might happen? How would you feel if you were the character?
- **Study math flash cards**
Work one-on-one with a student on their basic math facts
Play a game with two students – who can answer the math fact faster?
- **Solve Tangram puzzles**
Show students how to work with a Tangram puzzle – encourage them to try out as many as they can and show you when they get one
- **Play math dice/domino games**
Work with individuals or groups on math facts and math concepts using the various math dice or domino games.

Calendar 2020-2021 School Year

Inspire follows the DeKalb County School District calendar and schedule. The full DCSD calendar can be found at: [https://www.dekalbschoolsga.org/documents/calendar/board-approved-calendar\(2020-2021\).pdf](https://www.dekalbschoolsga.org/documents/calendar/board-approved-calendar(2020-2021).pdf) . Inspire also follows Dekalb County Schools for cancellations, early dismissals, etc. If, for any reason, school is cancelled (ie: inclement weather), Inspire will not convene on that day. This includes cancellation of afterschool activities.

A full Inspire Calendar can be found on Page 12.

First Day of Inspire Services: Tuesday September 8, 2020

Last Day of Afterschool: Thursday May 13, 2021

Emergency Information

In case of an emergency, the nearest hospital is Emory Decatur Hospital:



**2701 N. Decatur Road
Decatur, GA
(404) 501-1000**

Directions to Emory Decatur Hospital from Memorial Drive Ministries:

- Turn RIGHT onto Memorial Drive (0.8 miles)
- Turn RIGHT onto Rockbridge Road (0.2 miles)
- Continue STRAIGHT onto North Decatur Road (2.8 miles)
- Emory Decatur Hospital will be on your LEFT just past the stoplight at Winn Way

Organizational Contact Information



Inspire: A Shalom Afterschool Initiative

Director: Teni-Ola Ogunjobi
Address: 5140 Memorial Drive Stone Mountain, GA 30083
Phone Number: 404-832-5081
Email: taogunjobi@shalompcusa.org
Website: www.shalominternationalministry.com/inspire
Facebook: facebook.com/inspireafterschool



Shalom International Ministry

Organizing Pastor: Rev. Gad Mpoyo
Address: 5140 Memorial Drive Stone Mountain, GA 30083
Phone Number: 404-438-2362
Email: gmpoyo@shalompcusa.org
Website: www.shalominternationalministry.com
Facebook: facebook.com/ShalomInternationalMinistry



Memorial Drive Presbyterian Church

Pastor: Rev. George Tatro
Address: 5140 Memorial Drive Stone Mountain, GA 30083
Phone Number: 404-292-8212
Email: pastortatro@gmail.com
Website: <http://mdpc.atlpcusa.org/>



The New Church Development Commission

Director: Rev. Lindsay Armstrong
Address: 1024 Ponce de Leon Ave. NE Atlanta, GA 30306
Phone Number: 404-898-0711 Ext. 115
Email: ncdc@atlpcusa.org
Website: <http://newchurchcommission.org/>



Memorial Drive Ministries

Director of Ministries: David Roth
Address: 5140 Memorial Drive Stone Mountain, GA 30083
Phone Number: 803-760-3731
Email: memorialdriveministries@gmail.com
Website: www.memorialdriveministries.org

Inspire Calendar 2020-2021

		August 2020							January 2021								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
17	First day of school (FMS)							1						1	2	1 Winter Break	
		2	3	4	5	6	7	8	3	4	5	6	7	8	9	4 First Day of 2 nd Semester (Inspire & FMS)	
		9	10	11	12	13	14	15	10	11	12	13	14	15	16		
		16	17	18	19	20	21	22	17	18	19	20	21	22	23		
		23	24	25	26	27	28	29	24	25	26	27	28	29	30	18 MLK Day	
		30	31						31								
		September 2020							February 2021								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
7	Labor Day			1	2	3	4	5		1	2	3	4	5	6		
		6	7	8	9	10	11	12	7	8	9	10	11	12	13		
		13	14	15	16	17	18	19	14	15	16	17	18	19	20		
		20	21	22	23	24	25	26	21	22	23	24	25	26	27		
		27	28	29	30				28							15 Presidents' Day	
8	First day of Inspire																
		October 2020							March 2021								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
10-11	Fall Break					1	2	3		1	2	3	4	5	6		
		4	5	6	7	8	9	10	7	8	9	10	11	12	13		
		11	12	13	14	15	16	17	14	15	16	17	18	19	20		
		18	19	20	21	22	23	24	21	22	23	24	25	26	27		
		25	26	27	28	29	30	31	28	29	30	31					
12	Columbus Day																
		November 2020							April 2021								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
6	Teacher Workday	1	2	3	4	5	6	7					1	2	3		
		8	9	10	11	12	13	14	4	5	6	7	8	9	10	5-9 Spring Break	
		15	16	17	18	19	20	21	11	12	13	14	15	16	17		
		22	23	24	25	26	27	28	18	19	20	21	22	23	24		
		29	30						25	26	27	28	29	30			
23-27	Thanksgiving Break																
		December 2020							May 2021								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
10	Last Day of Semester (Inspire)			1	2	3	4	5							1		
		6	7	8	9	10	11	12	2	3	4	5	6	7	8		
		13	14	15	16	17	18	19	9	10	11	12	13	14	15	13 Last day of Inspire	
		20	21	22	23	24	25	26	16	17	18	19	20	21	22		
		27	28	29	30	31			23	24	25	26	27	28	29	28 Last day of School (FMS)	
18	Last Day of Semester (FMS)								30	31							
14-31	Winter Break																

First & Last Day (Freedom)
 First & Last Day (Inspire)
 Inspire closed



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Inspire: A Shalom Afterschool Initiative

Behavior Management Policy

Student participation at *Inspire* is a privilege. All students sign a behavior contract in the registration packet, agreeing that they will follow directions, listen to teachers, and be respectful. Consequently, if a student is disrupting the room/class to the extent that it affects the experience and learning of him/herself or other students, disciplinary actions will be taken.

Our two rules are as follows:

- Participate Positively
- Be a Good Neighbor

We want our volunteers to feel empowered to handle behavior that arises in their contexts/rooms/activities. We believe this fosters respect from our students and creates a safe environment for all.

Please follow these general guidelines when dealing with misbehavior:

- **If a student is breaking one of the rules or otherwise misbehaving:** Remind the student of the rules and state what you would *like* the student to do, in positive terms.
- **If the inappropriate behavior continues:** Remove the student from the activity. (This could be telling them to sit on the side, to go to see Ms. Teni-Ola, etc.)
- **If a student is removed:** inform Ms. Teni-Ola– we will track infractions which will inform our next steps, depending on the frequency of infractions.

*** If at any point you do not feel comfortable handling the situation or imposing discipline/consequences, tell the Director immediately.***