

EDUCATOR'S GUIDE FOR REMOTE VOLUNTEERS

Thank you for allowing volunteers to share their expertise to help Junior Achievement empower young people to own their economic success. This guide will help you assist your remote volunteer to engage with your students during their traditional JA program delivery (week over week). It should be used in conjunction with the *Guide for Volunteers and Teachers* for the program sessions the volunteer will be delivering remotely. We recommend that the volunteer's first session be delivered to the students in person.

Each session after that can be done remotely and should be an interactive experience. Because the volunteer will not be physically present in the classroom, you will serve a facilitator role, which is especially critical. You'll set the tone and expectations for your students and manage the class, just as you would if you were the presenter. You'll assist the volunteer in the content or activity directions and ensure that he or she regularly pauses for questions from students. You will distribute any materials students require, and you will walk around the room to ensure student attention and participation. Your other role will be to make the volunteer feel welcome and comfortable in a setting where it's more difficult to develop rapport or see what's going on.

PREPARATION

- Read through the *Guide for Volunteers and Teachers* to become familiar with the sessions.
- Log in to <https://learn.ja.org> (JA Connect, the JA learning platform) and see how the slides connect with the session the volunteer will be teaching. (The thumbnails in the guide indicate what slides are associated with the talking points presented.)
- Preview any videos the volunteer will be presenting.
- Make notes in your guide about when you will pass out materials on behalf of the volunteer.
- Prepare your live streaming video or Web conferencing system for the session delivery. GoogleMeet and Skype are two examples of technology that could be utilized.

MEETING/DISCUSSION WITH VOLUNTEER PRIOR TO THE SESSION

- Check with the volunteer about his or her corresponding live streaming video or Web conferencing system to ensure connection and compatibility. Be sure to test this connection with the volunteer prior to the session.
- Discuss parts of the session where the volunteer will need help grouping students, distributing materials, and/or recording information on the whiteboard.
- Discuss how you will work together to call on and engage with students in discussions.
- Ask any other questions you have.

5 MINUTES BEFORE YOUR SESSION BEGINS

- Prepare your live streaming video or Web conferencing system. Be sure your volume is loud enough.

EDUCATOR'S ROLE

- Introduce the volunteer to start the session.
- If the volunteer does not have the ability to see the students in the classroom, call on students to participate.
- Record students' ideas on the whiteboard when needed.

- Keep score on the whiteboard during games involving points.
- Distribute student materials when requested by the volunteer.
- Arrange students into pairs or groups as necessary.
- Ensure that students stay on task, and assist them during independent and group work.

VOLUNTEER'S ROLE

- Use the webcam in full-screen mode.
- Present session slides and videos.
- Lead discussion, and ask students questions.
- Communicate with the educator if he or she needs to record students' ideas or points on the whiteboard.
- Help the educator keep the students' attention.

For additional support, refer to the User Guide links below:

Skype User Guide: <https://support.skype.com/en/faq/FA34895/screen-sharing-in-skype?q=screen+share>

Google Meet User Guide: <https://gsuite.google.com/learning-center/products/meet/get-started/#!/>

To help JA improve on volunteer experiences in the classroom, please take a brief survey at:

<https://www.surveymonkey.com/r/VolSurveyFall2019>