**KLEMA Volunteer Responsibilities**

**Klema Sunday School class is designed for students, with special needs, who need/require individual attention or a smaller classroom size learning environment.**

* All volunteers need to confirm with the Sunday school coordinator by phone or email or if you are not sure which Sundays you are scheduled to serve.
* If you are unable to serve, please notify the volunteer coordinator as soon as possible.
* Please arrive to at least fifteen minutes early and plan to remain for fifteen minutes after the class is over.

1. All volunteers must part take part in Youth Group worship service before serving in KLEMA.

2. Greet parents and welcome students into the classroom.

3. Use your student’s individual schedule to guide you throughout the class. Make sure to stick with the schedule.

4. Provide a safe place for the student you are caring for by always remaining with the student. Always accompany student with at least one other adult to other locations such as bathroom or playground.

5. Communicate with the lead teacher or coordinator any noticeable physical changes in the student, any accidents or behavior issues. Do not attempt to solve behavior issues alone.