

Billerica Catholic Religious Education



Volunteer Title: Hallway Monitor

Objective: Hallway monitors help in providing a safe environment within our program. They also provide assistance during Religious Education session gatherings.

Description/Responsibilities: Hallway Monitors are typically assigned to a location in a building. *Please familiarize yourself with the buildings in which you are serving.*

Please observe the hallways, session spaces (for example, through windows in the doors), and especially the building entrances. Please monitor students as they enter and exit the bathrooms and listen for any sounds from the bathrooms beyond ordinary use (such as mischief).

If you are sitting during most of your hall monitor role, please make a point of moving at a couple of points during the gathering time. Be mindful of other groups possibly using our buildings at the same time and be sure to maintain a safe environment boundary between the Religious Education program and any other people not associated with Religious Education.

If you see an adult who is not regularly a part of our program, please introduce yourself, ask how you can help, and remain with that person until they are with another adult in the program. Please report anything unusual, suspicious, or problematic to a Coordinator.

All Billerica Catholic Religious Education volunteers are expected to abide by the Archdiocesan Code of Conduct.

It is possible you may be asked to retrieve supplies that are needed for the programs. Please familiarize yourself with the supply areas of the buildings in which you are serving.

Time Commitment: Attend all assigned Religious Education sessions that children are expected to attend. *Please make a point of arriving early, before each of the Religious Education sessions begin.* If you will be absent, please contact a Coordinator for your session at least 24 hours in advance.

Qualifications: All volunteers with Billerica Catholic Religious Education programs are expected to:

- have an annual CORI (background check) on file
- complete the *Protecting God's Children* (Virtus) program
- sign the Archdiocesan Code of Conduct

Supervision: Hallway Monitors report to the Program Coordinator(s) for the sessions in which they are serving.

Communication: Primarily through e-mail

A Hallway Monitor:

- Brings something to read but remains vigilant and attentive to surroundings, periodically moving through the assigned area.
- Takes the initiative to introduce themselves to adults who are not known to volunteer with our program.
- Alerts the Coordinator to anything unusual or suspicious - i.e.: the behavior of a child or an adult, anything unusual with the building, etc.
- Is helpful to others without needing to be asked.