

Rhema Kids Homework Club Volunteer Handbook

We are excited you have chosen to join the Rhema Kids Club. Rhema Kids Club provides a time of Homework help and Bible Story sharing with the children (Grades 1-6) within the McCauley and neighbouring communities. This handbook provides a brief overview of the goals of the club, expectations from our volunteers, and general information on the program. This will help volunteers to be well equipped to serve the children. Thank you for choosing to volunteer with Rhema Kids Club and may God richly bless your efforts.

Rhema Kids Club

Goals of Rhema Kids Club

- To provide support for children struggling academically to improve on needed skills through homework help with (Maths, Language Arts, Science)
- To reach out to kids (Grades 1-6) with the gospel of and engage them in Christ like discipleship.

What is important to Rhema Kids Club?

- Providing safe and positive after-school learning environment
- Supporting all-round development of the children: academically, spiritually, and emotionally
- Building the McCauley Community through partnerships with community organizations and stakeholders.
- Sharing the gospel in a relational (through Christlike discipleship) and scriptural (through bible stories) ways

Rhema Kids Club Team Structure

- Rhema Kids Club is a Rhema Chapel-led community outreach program. The program will be overseen by a dedicated volunteer coordinator, who will be supported by a volunteer base.
- All children who apply will be accepted, and volunteers will work with all children in the club

Volunteers

Qualifications

- A personal relationship with Jesus Christ
- A desire to work with children and have compassion for them
- Successful Police Information and Intervention Record checks (**Please see page 4 for more information**)

Volunteer Responsibilities/Expectations

- Commitment to work schedule and following-through on assignments
- Being reliable, dependable and punctual
- Presenting themselves appropriately, and radiating enthusiasm to help and the love of Christ
- Volunteers are discouraged from making or taking personal phone calls while working
- Respecting confidentiality
- Encouraging children toward new opportunities and challenges
- Role Model: As a volunteer, you will:
 - enjoy working with children with a dedicated interest in making a difference in their life
 - encourage the children to strive for success, cope with frustration, and adapt to challenges
 - be respectful to children and volunteers and deserving of respect
 - remember at all times that we are here to provide Christ-like mentoring to the children, let's be good examples

Volunteer/Student Interaction: Useful Tips

- Know and greet as many children as you can by name.
- Be friendly and show interest in what the children are involved with
- Cue children about good conduct before a rule is broken. For instance, "Remember to not use abuse languages".
- Recognize and verbally acknowledge positive behaviour
- Maintain a sense of humour
- Do not judge a misconduct on the basis that it annoys you

Dealing with Difficult Situations

- Stay calm and be calming.
- Handle problems as soon as they occur
- Listen with empathy and respect, always giving the children a chance to be heard
- Be patient, forgiving and always caring
- Be honest, firm and consistent

- Conflict resolution should be guided by:
 - Focusing on the behaviour and not the person
 - Using opportunities to teach what is acceptable
 - Setting consequences that focus on learning. Physical contact may be required to break up physical fights. Please ensure you're not alone in handling these types of situations.
 - Consequences that include suspensions are decisions reserved for the volunteer coordinator.
- Always remember you are not alone, seek support from the coordinator or other volunteers

Children Safety and Protection

- Volunteers will meet with children only during club hours.
- Volunteers should not take pictures of the children.

Bible Story Time

- Sharing the Gospel through bible stories
 - Volunteers will share the Gospel through bible stories.
 - Volunteers will learn to relate the Gospel to any child who is interested in learning about trusting Jesus as their Savior.
 - Volunteers should watch [training video and get more materials on the Gospel Wheel](#). The Gospel Wheel developed through the Awana program was designed as a tool for presenting the gospel. **Volunteers are encouraged to memorize the verses** that make up the Gospel Wheel so that they are always prepared to share the good news.

APPENDIX 1

RHEMA KIDS CLUB – REQUIRED DOCUMENTATION FOR WORKING WITH CHILDREN

All volunteers for the Rhema Kids Club are expected to complete the following checks and submit the results to the Rhema Kids Club Coordinator prior to starting.

1. Police Information Check

- Complete the [online application form](#)
- Rhema Kids Club will provide you with a letter indicating you are a volunteer, and this will allow you to get the PIC done at a reduced cost.

2. Intervention Record Check: Find an office near you from the list below and apply in person with 2 pieces of identification (one must be photo identification). **There is no fee to be paid when applying**, however, request a receipt confirming your application has been initiated. The results will be mailed back to the you, please submit this to the Rhema Kids Club coordinator once you receive it.

- Central: #800, 10109-106 Street, Edmonton, AB
- Central: Main floor, 11714-95 St., Edmonton, AB
- East: 3341-118 Ave., Edmonton, AB
- East: 2nd floor, 7910-112 Ave., Edmonton, AB
- North Central: 9720-135 Ave., Edmonton, AB
- North East: 14075 Victoria Trail, Edmonton, AB
- South West: 3058-106 St., Edmonton, AB
- West Central: #105, 8944-182 St., Edmonton, AB
- West Central: 5th floor, 10408-124 St., Edmonton, AB
- South East: #214, 3017-66 St., Edmonton, AB
- South East: 10320-81 Ave., Edmonton, AB
- South West: 3058-106 St., Edmonton, AB
- Acceptable identification includes:
 - driver's licence, learner's permit, identification card
 - birth certificate
 - Alberta Health card
 - passport
 - immigration identification card, citizenship card
 - Indian Status card
 - firearm card
 - Permanent Residence card
 - National Defense card
- Unacceptable identification includes:
 - social insurance card
 - student identification

- credit cards
- City of Edmonton licence card
- Blue Cross card

Location:

Former Sacred Heart Center RCCG Beside Rhema Chapel
9624 Ave NW Edmonton

Time: Thursdays, 12-3 pm

Contact: For more information, call :(825)-461-7162 or
(780)-885-6572 or (587)-712-7224

Email: info@rhemakidsclub.ca