

OSF Community Service Opportunity

The Organization of Special Needs Families (OSF), a non-profit organization devoted to help and support special needs families, has various quality enrichment programs. They provide great community service opportunities for you to assist children with special needs. You will be working as a teaching assistant -- to assist in supervising student activities and implementing the lesson plan which is in accordance with the mission and goal of OSF. You will be under the direct supervision of the OSF Program Director and Special Education Lead Teacher. Here is the detail information:

1) Integrated After-School Enrichment Program

Monday through Friday: 2 - 5:45pm at 511 S. Bascom Ave., San Jose, CA 95128

2) Saturday Enrichment Programs

Saturdays 12:30 - 4:00pm at 511 S. Bascom Ave., San Jose, CA 95128
(require to stay the whole session)

3) School breaks and Summer

Monday through Friday: 10 - 5:45pm at 511 S. Bascom Ave., San Jose, CA 95128
Please pack own lunch and water if come in the morning

Qualification: All 15 and older of age, with a loving heart

1. Fill out Volunteer Registration form, you can down load from OSF website and have parent's signature
2. Start to volunteer (even before training) and attend the next available mandatory training
3. Mandatory is scheduled for every 2nd Saturday, 11am at OSF Center
4. You will be invited to join OSF Volunteer Google group, please accept it to receive more weekly communication sent from OSF office.

Procedure:

- 1) Fill out the Volunteer Application form, form is available at www.osfamilies.org
 - 2) Sign in and out each time you come.
 - 3) Assist teacher to implement the lesson plan and supervise the activities
 - 4) You don't need to call for permission, but question and feedback is welcome.
- ❖ **Community service certificate upon your request, and for volunteers who have completed mandatory training only, please allow 20 working days for process.**
 - ❖ **OSF is a partner of the Presidential Service Awards**
You, our valued volunteer, can be officially recognized for your hard work with a Presidential Service Award by contributing total 100 service hours within one calendar year. We will automatically process the order of certificate and send it out via US postal mail
 - ❖ **Due to the needs, we have to limit the number of volunteers. If the number of volunteers are exceeding our needs, you may be asked to volunteer the other time. Please also make your heart ready to help, we reserve the right to send you home if you're not following Volunteer Guidelines. Sorry for the inconvenience it may cause.**

Contact Phone # 408-996-0950, osf.office@gmail.com, www.osfamilies.org