



kandelia

Seattle
World
School



How to Become a Volunteer for Seattle World School and Kandelia

If you are interested in becoming a volunteer for Seattle World School (SWS) and/or Kandelia, please follow the steps listed below.

1. Email the Volunteer Coordinator at volunteer@kandelia.org to inquire about current volunteer opportunities. It is helpful to provide:
 - a. Your availability
 - b. Your specific interests (what do you want to do?)
 - c. Any languages you speak, other than English
 - d. Any special skills and/or academic subject preferences or specialities
2. If there is a volunteer role available that works with your preferences and schedule, the Volunteer Coordinator will work with you to schedule a brief **video-conference interview** (15 to 20 minutes).
3. In the meantime, complete the [Seattle Public Schools Volunteer Application Process](#).
 - a. Please complete all steps listed in the application process.
 - b. Under the section “Determining your Background Check type”, you *do not* need to complete a Federal/National background check unless you have lived in Washington for fewer than three years (if so, please ask the Volunteer Coordinator about Federal background check reimbursement). Please also make sure to select “I will only volunteer in Category A roles” unless told otherwise by the Volunteer Coordinator.
 - c. In the online application form, make sure to select Seattle World School under the question titled “Please select the locations at which you would like to volunteer.”
4. Please also sign the [Volunteer Agreement and Photo Release form](#).
5. Once you have been accepted as an official SWS/Kandelia volunteer, the Volunteer Coordinator will help you schedule your **Volunteer Orientation**. Volunteer Orientation lasts approximately one hour and is held remotely via Google Meet.
6. Congratulations! You are now ready to begin your new volunteer role. You will work with the Volunteer Coordinator to determine your specific schedule. On your first day, the Volunteer Coordinator will check your COVID-19 vaccination card (required for all volunteers), and introduce you to any relevant staff members you will be working with.