



Volunteers

Reports To:

Executive Director or LCCA

Purpose:

A volunteer is as a person who provides services to the facility without monetary compensation. Volunteers can include sponsoring families. When a child in care is invited by another child in the community to participate in family, community, church, school, or other activities, this is not considered as volunteer services and the family is not considered a sponsoring family. This type of activity must be approved in writing by the Managing Conservator.

Qualifications:

- Person must be at least 21 years old.
- Background and criminal history checks must be clear by RCCL.
- Person must have current CPR/First Aid Card.

Requirements:

- Complete the volunteer application.
- Provide the names, addresses, and phone numbers of three references and at least one reference must have knowledge of the volunteer and how they relate and conduct themselves with children.
- Attend agency's orientation and meeting prior to working with any residents at the facility.
- Spend a two-hour period of time with the residents if references, background check and the interview process are successful
- Agree to be observed/supervised by a staff member
- Must be approved the LCCA

Selection:

Volunteers who meet all the above requirements will be selected to:

- Interview with the Licensed Child Care Administrator and Executive Director
- If the Executive Director and LCCA approve the volunteer, the LCCA will notify the volunteer of his/her work schedule and specific duties.

**Orientation and Training:**

- Policies Procedures, Programs and Services (2 hours)
- Fire and Health Safety Standards (1 hour)
- Reporting abuse/neglect/exploitation (1.5 hour)
- Understanding Children in Care (2 hour)

Child-Care Services:

A volunteer who provides services to a group of children must be supervised by a tenure staff. Volunteers will not be counted in the child/staff ratio. Volunteers will be used in the following capacities:

- Assisting in cooking
- Assisting in recreation activities
- Serve as a tutor (staff present)
- Maintenance

Behavior and Health:

A person whose behavior or health impairs his/her ability to protect the child's health, safety and well-being will not be allowed to serve at Unique Avenue.

*Children are not allowed overnight visits with volunteers.