

## 2019 Summer Volunteer Opportunities

*June 17-August 30, Hands-On Service, SSL-Approved*

### **KFICCC (Karasik Family, Infant & Child Care Center)** 10611 Tenbrook Drive, Silver Spring, MD 20901

KFICCC volunteers must be 13 years old by June 1 of the calendar year. All afternoon volunteers also assist with administrative and classroom preparation tasks during classroom naptime.

- Volunteer as a child care assistant and help supervise very young children **ages 18 months-5 years** while working in a fun, friendly environment. May also assist with arts and recreational activities.  
Available shifts: Monday-Friday, 7:30 am-12:30 pm OR 2-6 pm
- Volunteer as a child care assistant and help supervise children **ages 4-10 years** while working in a fun, friendly environment. May also assist with arts and recreational activities. Some volunteers may participate in field trips (separate parent permission form will be required).  
Available shifts: Monday-Friday, 7:30 am-12:30 pm OR 1-6 pm

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### **After All Youth Program**

*Ken-Gar Palisades Park, 4140 Wexford Drive, Kensington, MD 20896*

After All volunteers must be 14 years old by June 1 of the calendar year. Volunteers may participate in field trips to various county recreation locations (separate parent permission form will be required).

- Volunteer as a recreational activities assistant with youth ages 11-21 who have intellectual or developmental disabilities. Provide peer mentorship for programs involving crafts, sports, cooking, youth development, computer literacy, and more.  
Available shifts in June & August: Monday-Friday, 10 am-3 pm OR 12-5:30 pm  
Available shifts in July: Monday-Friday, 12-5:30 pm

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### **Urban Thrift Store**

*10730 Connecticut Avenue, Kensington, MD 20895*

Urban Thrift volunteers must be 15 years old by June 1 of the calendar year. Volunteers do not handle transactions or money. Volunteers must be able to lift 30 pounds, bend, stoop, and stand for long periods.

- Volunteer to sort and/or price donated items, retail merchandising, and helping with loading/unloading donated items and customer purchases.  
Available shifts: Monday-Saturday, 11 am-2 pm  
OR 2-6 pm

*Over for application information*

11600 Nebel Street, Rockville, MD 20852  
301.984.5777 | [www.TheArcMontgomeryCounty.org](http://www.TheArcMontgomeryCounty.org)



## **Age Minimums and Hours Commitment**

All volunteers must be at least 13 years old by June 1 of the current calendar year. Volunteers for After All must be 14 years old by June 1, and volunteers at Urban Thrift must be at least 15 years old by June 1. All volunteers commit to providing at least 25 hours of service.

## **Volunteer Performance**

Volunteers must be mature enough to manage themselves and to follow directions without continuous oversight or redirection. They are expected to complete their assignments with minimum supervision, staying on-task and focused even in a setting with distractions and/or activities occurring simultaneously.

Volunteers who require support from another person (job coach, counselor, etc.) in order to complete their volunteer duties may have limits placed upon their volunteer hours and volunteer locations, due to program configurations. For example, the number of volunteers in each child care classroom is limited.

Volunteers should be able to independently support our program activities without requiring significant staff oversight. While our staff do provide instructions and supervision for volunteers, we do not have staffing patterns which allow 1:1 staff and volunteer partnering.

## **Application Process**

All potential volunteers must complete an application (a set of forms) AND attend a required orientation prior to being allowed to schedule their service. Application materials and instructions are posted on our website, [www.TheArcMontgomeryCounty.org](http://www.TheArcMontgomeryCounty.org), under *How to Help > Volunteer With Us > Individual Volunteers*. Please complete and print the forms, then sign them and bring them to the orientation. Required forms include: Volunteer Application, Confidentiality Agreement, Universal Precautions, HIPAA Agreement and Personal Release.

Volunteers age 17 and older must also submit information for a background check. Volunteers age 18 and older *and* who are working with children or youth must be fingerprinted at their own expense. Forms for the background check and fingerprinting are provided at orientation.

Volunteer orientation sessions are held at least monthly. You can register for orientation on our website calendar. *Orientation sessions which have no registrations will be cancelled without notice.*

## **TB Test**

All volunteers working in our children and youth programs must submit negative TB test results completed within the previous 12 months. This test should be arranged with your health care provider.

## **Scheduling Your Service**

After all paperwork and TB test results have been received by The Arc *and* an orientation has been completed, your application will be reviewed for approval. Within one week of approval, you will receive information about scheduling your volunteer service through *Volgistics*, our online scheduling software.

## **Service Learning Hours**

The Arc Montgomery County is an approved Student Service Learning (SSL) nonprofit agency. Students are responsible for submitting their service learning hours verification paperwork at least one week prior to the deadline. This paperwork is processed and returned by US Mail, along with a detailed breakdown of the number of hours served. All information required to be provided by the student, including any reflection, must be completed prior to submitting the documents to The Arc.