

2018 Summer Volunteer Opportunities

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

- 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** 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

- Volunteer minimum age: 13 years old by June 1 of the calendar year.
- All afternoon volunteers assist with administrative and classroom preparation tasks during classroom naptime.

After All Youth Program Ken-Gar Palisades Park on Beach Drive, Kensington, MD 20895

- Volunteer as a recreational activities assistant with youth **ages 11-21** who have intellectual/developmental disabilities. Provide leadership for programs involving crafts, sports, cooking, youth development, computer literacy and more.
- Volunteers will participate in field trips to various county recreation locations (separate parent permission form will be required).
- Volunteer minimum age: 14 years old by June 1 of the calendar year.
- Available shifts: June 18-29 and August 6-31, Monday-Friday, 10 am-3 pm OR 12-5:30 pm; July 2-August 3, Monday-Friday, 12-5:30 pm

Urban Thrift Store 10730 Connecticut Avenue, Kensington, MD 20895

- Volunteer to sort and/or price donated items, help with loading/unloading donated items and customer purchases, and retail merchandising.
- Volunteers must be able to lift 30 pounds, bend, stoop and stand for long periods of time. Volunteers do not handle transactions or money.
- Volunteer minimum age: 15 years old by June 1 of the calendar year.
- Available shifts: Monday-Saturday, 11 am-2 pm OR 2-6 pm

Over for application information

Age Minimums and Hours Commitment

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

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, 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 the same page where the application is posted. *Orientation sessions which have no registrations will be cancelled.*

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, the Volunteer & Development Associate will review and approve your application. Within one week of approval, you will receive more information about scheduling your volunteer 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 different activities occurring simultaneously.

Volunteers who require support from another person (job coach, support services 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.

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.

With your support, we can fulfill our mission of creating and sustaining inclusive communities that embrace and engage individuals and families affected by intellectual and developmental disabilities!