

PART-TIME VOLUNTEER MINIMUM REQUIREMENTS

When recruiting volunteers for camp, some volunteers will be involved on a full-time basis, while others will only be involved on a part-time basis. The RFK policy is clear that those who go to camp as volunteers on a full-time basis must meet the following requirements:

1. Four page application
2. Successful interview
3. Clear background check or fingerprinting check
4. Eight to twelve hours of training.

Part-time volunteers may be involved in Registration, Birthday Party, Drama, Activity Centers, Friday pick-up, and more. Currently, each local camp is deciding what is required for their part-time volunteers to be ready and prepared to adequately and successfully help the campers. That may mean completing all four of the requirements above, just like the full-time volunteers, or it may mean something less than that.

Ideally, we would want to get everyone involved and go through all four requirements above. It would build more comradery with your group, train up even more workers who could fulfill the full time roles, and give you a better group of workers who not only know every rule and requirement but who also understand the heart of what we do.

As a **minimum**, local camps should have all part-time volunteers sign and understand the following **Part-Time Volunteer** form.

Local camps can certainly add on to this form with more information and requirements. This form can and should be used as part of a basic orientation to training, or it can be used along with any of the four minimum qualifications listed above.

The one absolute that all part-time volunteers must be made aware of is that they **can not fulfill a Two-Deep** safety rule unless they have had the four minimum qualifications listed above. During Monday's registration and Friday's pick-up times, these problems can generally be avoided by doing things in large groups, staying out of secluded areas or having **more than two people present** for such things as bathroom duty, etc.

RFK Part-Time Volunteer

Expectations & Limitations

Thank you for volunteering to help with Royal Family KIDS. This is a great opportunity to help some foster children in our community.

Our full-time volunteers have gone through extensive training and background checks for the safety of the children, and to make sure they can adequately handle the needs of the children all week at camp. As a part-time volunteer, we want you to know there are a few essential things that you need to be aware of, and that there are some limitations in how you participate because of your part-time status.

Our goal is for the children to be safe and have a life-changing experience at camp. Here are some things you need to know:

1. Most of these children are from Foster homes. All the children come from backgrounds of abuse, abandonment, or neglect.
2. They may look like your kids, but their backgrounds are not common and therefore, some of their behaviors may not be common. They may be anxious, scared, timid, aggressive, outspoken, even use foul language or act out in ways other children would not.
3. Be extra patient, be kind & smile a lot. Expect them to have a great week. They just want to have fun, so be fun. Treat them like Royalty!
4. Speak words of encouragement, words of hope and words of affirmation. Do not talk down to them in any way, shape or form. No sarcasm. If you see evidence of past abuse or overhear stories of abuse, don't overreact.
5. Be very careful how and where you touch them. Some campers don't like to be touched due to their abuse. Others might throw themselves all over you, also because of their abusive background. Only side hugs are to be used and only after asking their permission.
6. If you don't understand what the campers are doing or why, ask another adult. If you don't understand some area of your function as a volunteer, please ask.
7. You may not make any promises to them or share any personal information with them, i.e. name, address, phone number, email, facebook, etc.
8. One of our safety rules states that there can NEVER be only one adult with a child or children. There must always be TWO adults present. As a part-time volunteer without a background check and training, **you are NOT allowed to be a "Two-Deep"** person in these situations. You can help in groups and in open areas with other adults present, but you are not allowed to be in any secluded area with a camper alone or with only one other additional adult. **Stay in open areas or make sure there are three adults present.**

I have read the above minimum expectations and limitations for part-time volunteers at RFKC and I agree to follow them. Date _____

Print Name _____ Signature _____

Email _____ Phone _____