



Summer Spectrum 2012 Teen Volunteer Information/Description

A summer volunteer program designed for students who have completed 8th grade through 12th grade by Fall 2012.

I. Application and Interview

- All applicants must complete and submit a volunteer application along with **two letters of recommendation to the address listed on the application by Friday, April 20th 2012.**
- Qualified applicants will be contacted to schedule an interview during a pre-established time the week of May 7, 2012. Interviews will be 15 to 20 minutes in length.
- If selected for an interview, applicants should be prepared to answer the following questions:
 - Why do you want to volunteer in Summer Spectrum?
 - What skills, talents and abilities do you have that you can share with our program?

II. Selection and Assignment

- The selection process will be based on a review of the application and letters of recommendation, the interview process and, if applicable, previous volunteer experiences with the Summer Spectrum program.
- Applicants selected to be a part of the Teen Volunteer program will be required to attend a volunteer training to be determined at a later date. The training will include:
 - Program Assignment: which session(s) volunteer has been assigned.
 - Volunteer Supervisor: the name of the assigned supervisor for the volunteer.
 - Orientation Information: information about when and where the mandatory orientation will be held.
- If applicant is not selected to be a part of the program, a letter will be sent to the applicant.
- Volunteers will be assigned to work for an *entire session*. There are eight, one-week sessions. See Application for session dates.
- There are a limited number of volunteer positions for each session. If more than one session is indicated on the application, the assignment will be made based on the program need as well as the volunteer's abilities and skills.
- Applicants must indicate the dates they are not available on the application as well as during the interview process. If a need arises during the volunteer assignment, the volunteer must request this time off from Summer Spectrum Teen Volunteer Coordinator. Unexcused absences could result in loss of volunteer position.

III. Role of the Volunteer

More detail about the following will be given at orientation.

- Volunteers will be given a Teen Volunteer shirt and/or name tag that must be worn during the volunteer assignment.
- The role of the Teen Volunteer in the Summer Spectrum program is to assist the instructors with the projects and tasks that are assigned. It is important for volunteers to interact with the participants, but to clearly understand that their role is to assist the staff, not participate in the classroom activities.
- It is essential that volunteers are positive role models. The actions of teen volunteers are often imitated by the participants. Volunteers must be aware of what they do and say.
- If a volunteer feels uncomfortable about an assigned duty or task, it is the responsibility of the volunteer to immediately contact the Summer Spectrum Teen Volunteer Coordinator.
- The intake of alcoholic beverages and/or drugs before or during the program is strictly prohibited and is grounds for immediate removal from the volunteer position.
- It is the responsibility of the volunteer to read and understand the information that is provided on the day of the volunteer orientation, which will outline daily expectations for the volunteer.

For further information, contact:

J.P. Saccoman, Poplar Bridge Elementary
952-681-5407 email: jsaccoma@bloomington.k12.mn.us