

VOLUNTEER REQUIREMENTS & EXPECTATIONS

REQUIREMENTS:

- A commitment of a minimum of 3 hours per week for a minimum of at least 4 months, on designated day and time, unless otherwise stated. Four weeks notice of termination is requested and recommended.
- Only individuals 21 years of age or older will be considered.
- Energy, enthusiasm, and a desire to work with children. Special skills or talents are welcomed. Prior experience with children or a strong background or interest in child development or a related field is preferred.
- Ability to take direction from a supervisor, as well as work independently.
- Completed paperwork, and medical clearance as specified.
- Formal orientation after paperwork is processed.

RESPONSIBILITIES:

- Assist the Recreation Therapist, Intern or Activities Coordinator in group activities, including set-up and clean-up of the activity room.
- Assist with the maintenance of the activity area and materials for patient use.
- Wash hands according to universal safeguards, between each patient contact and before coming to or leaving from each activity area.
- Assist children who are ambulatory or need to be transported in wheelchairs to and from activity area. If you are leaving an area with a child unescorted, you need consent from staff to do so.
- Volunteers are encouraged to make notes of their observations of the children. These notes left for the supervisor may have important information that can be passed on to the health care team. Any suggestions or complaints can be directed to the Director of Therapeutic Recreation and Volunteer Services.

EXPECTATIONS:

- Inform Director of Therapeutic Recreation and Volunteer Services in advance of any absence due to illness or vacation. Two unexcused absences will result in termination from the program. *(Children need to experience consistent relationships and staff need to prepare for groups and events. Your regular attendance is essential to their well-being.)*
- Wear volunteer badge at all times within ICC.
- Sign in all volunteer hours in the volunteer logbook at the front desk. Please make sure to come on time. Continuous lateness will result in termination from the program.
- Report to designated recreation supervisor to receive daily direction and informal supervision.
- Notify Director of Therapeutic Recreation and Volunteer Services if you are no longer able to continue volunteering, or if you must take an extended leave of absence.
- Adhere to all policies and procedures specified by ICC, including safety guidelines, standards of confidentiality, and volunteer limitations.

LIMITATIONS:

- Volunteers may **not** go to the 2nd Floor, unless given permission by the Director of Therapeutic Recreation and Volunteer Services or nursing staff directly.
- Volunteers may **not** give money, buy food or gifts for a child, unless given permission by the Director of Therapeutic Recreation and Volunteer Services. This includes running errands for a child.
- Volunteers may not show up unannounced, or outside of their designated volunteer hours, unless approved beforehand by Director of Therapeutic Recreation and Volunteer Services.
- Volunteers may not take the children outside of ICC, unless they are processed as a Big Brother/Big Sister, or if ICC staff accompanies them.
- Volunteers may not take pictures of the children at any time, for any purpose.
- Volunteers may not read patient charts, at any time, for any reason.
- Volunteers may not discuss illness with a child, or talk about a child's illness or condition either in or out of ICC. Confidentiality rules are taken seriously.