

KEMPTVILLE YOUTH CENTRE



VOLUNTEER PACKAGE

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GREETINGS FROM THE EXECUTIVE DIRECTOR

Welcome to the Kemptville Youth Centre (KYC). Joining our Volunteer Program provides you the opportunity to contribute to your community and provide support to our Kemptville area youth.

Through your contribution as a volunteer you will acquire increased social awareness, self confidence, personal growth and self-fulfillment.

Volunteering is an excellent way to prepare for the workforce by helping you develop networking skills, acquire teamwork experience, develop job-finding skills and explore career options.

Volunteering at KYC does not have to be a one-time experience - you can make volunteering a lifetime activity. You will develop new skills, take part in rewarding new experiences and be able to enrich the lives of youth by sharing your knowledge and expertise.

In our Volunteer Package, you will find information about the Kemptville Youth Centre, what it means to become a Centre volunteer and how you can contribute to the programs and activities we offer to our area youth. You will also find a copy of our Policies and Procedures as well as information on the Kemptville Youth Centre Board of Directors.

Thank you for your interest and feel free to ask any questions!

Sincerely,

Stacey Tenbult
Executive Director

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KEMPTVILLE YOUTH CENTRE BACKGROUND

How did we get started? In the fall of 1993, the Kemptville and Area Youth Advocacy Community (KAYAC) was formed by local citizens to discuss the best way to address the needs of the youth in our community. In order to determine the youths' needs, KAYAC invited the area youth to actively participate in the process that would directly affect them. The Kemptville Youth Centre (KYC) was born - a youth drop-in centre providing a safe non-judgmental environment.

In June 2004 in celebration of the Centre's 10th anniversary our new logo was designed by our youth to reflect the past, the present and the future, was unveiled!

Over the years KYC has seen many changes. Aside from noticing behavioural changes, the Centre's principal concern was the rise in alcohol consumption and drug use among teens. Today, the staff is witnessing an increased number of youth dealing with a variety of more complex issues, in our changing society and with many economic pressures.

With the ever increasing use of technology, schools are instructing students to complete their assignments on computers. The Kemptville Youth Centre offers an environment with access to computers with internet access and printer to complete school work.

With the dedication of our volunteers, KYC has grown from its origins as a 'drop-in centre' to a centre providing a variety of free programming including teaching job skills, providing life skills, aiding in social development and helping our youth recognize their potential and their value to the community as a whole.

Kemptville Youth Centre recently moved into a larger facility, with more opportunity to strive and increase our programs. Our logo changed with our move, after a logo contest and the logo was selected from the community. The logo winner was Carolyn Lundy.

OUR MISSION STATEMENT

The Kemptville Youth Centre's *mission* is to assist our community youth in making positive lifestyle choices in a fun, safe and non-judgmental environment. Volunteers are a huge part of helping to fulfill this mission.

What does volunteering with the Youth Centre mean?

The key to helping our youth get the most of this challenging time is by keeping the lines of communication open. Being aware of youth culture and helping the teens make positive choices is achieved one teenager at a time.

Teenagers need adults who:

- are interested in their lives;
- take initiative to spend time with them;
- are real;
- say encouraging words;
- believe in them;
- remember their names and care for them;
- share positive values through personal experience;
- are consistent to the programs;
- demonstrate patience; and
- laugh and enjoy life.

It is KYC's objective to meet the youth where they are at yet set expectations and boundaries. We will help each youth strive for personal success through real, honest and non-judgmental interactions as they grow and mature.

VOLUNTEER OPPORTUNITIES

The Kemptville Youth Centre could not help our youth without the vital contribution of volunteers! There are many opportunities available, from day-to-day programming to fundraising. It's up to you. One example of volunteer contribution is the "*More than Just a Dream Prom Project*". One of our volunteers saw a need to help graduating teens have the graduation of their dreams. Centre volunteers help find shirt and ties for the boys and that perfect dress for the girls. The girls also learn how to apply makeup and how to style their hair. We take pride in our volunteers' contribution and ideas. If you have any ideas for our Centre please approach us and we can discuss the possibilities available!

The KYC Volunteer Program provides flexibility by offering different volunteering opportunities to meet varying schedules.

Your valued contribution as a volunteer could include any of the following:

- help facilitate our Lunch Program during the lunch hour;
- play games, watch a movie, go skating or go for a swim;
- chaperone a dance or work in the canteen;
- help with clerical tasks, computer support, website design or maintenance;
- help organize a fundraising event;
- help our at a community event;
- share your transferable skills at a workshop such as résumé writing, cooking, or at a junior achievement meeting;
- become a Board Member, or
- Outreach into local schools, forums and/or community events.

POLICIES AND PROCEDURES

As in any workplace, the Kemptville Youth Centre has regulations to keep our Centre running smoothly and safely.

Application and Assignments: All individuals applying for volunteer positions shall be interviewed by a staff and/or a KYC Board Member or other member of the Youth Centre Staff or Board Member. All volunteer duties are assigned by a staff member.

Attendance: Volunteers are expected to be reliable in the performance of their volunteer duties. They must sign in and out upon each visit to the Centre. If you are unable to make your commitment, please notify us ahead of time, in order for us to plan accordingly.

Evaluation: Volunteers will be regularly monitored and evaluated. For volunteers still attending school, educational credits and references will be assigned after a volunteer has accumulated their required community hours.

Dress Code: Volunteers must comply with the Youth Centre's dress code: shorts and skirts no shorter than just above the knee; undergarments are not to be shown if wearing low rise pants; no low-cut or belly shirts, no spaghetti-strap or strapless tops or dresses. It is important to set a good example for our youth.

Behaviour: All volunteers must refrain from the use of disrespectful remarks, discriminatory comments and sexual innuendos.

Confidentiality: Confidentiality of the youth members, volunteers and Board members is of utmost importance. All volunteers and Board members are required to sign an Oath of Confidentiality. If at any time this is not honored the person responsible will be spoken to and depending on the severity of the information released then the person may be terminated from his/her position. The only time that confidentiality can and will be broken is when it is a safety concern.

Solicitation: Solicitation for any reason not approved by the Board of Directors is prohibited. It is forbidden to sell, buy or enter into any financial transaction with a youth.

Smoking: Smoking is prohibited at all Youth Centre events. Youth under the legal smoking age are prohibited from smoking on the Kemptville Youth Centre property and at all Youth Centre events.

Use of Alcohol and/or non-prescribed Drugs: The possession or consumption of alcohol and/or non-prescribed drugs is prohibited on Kemptville Youth Centre property, at all Youth Centre events and prior to any scheduled shift. Immediate dismissal will follow if volunteers do not comply.

Discrimination: The Kemptville Youth Centre provides all services, programs and activities to all individuals regardless of race, creed, color, sex, marital status, nationality, ancestry or place of origin. The Kemptville Youth Centre will not tolerate discrimination. Discrimination must be reported to the Executive Director.

Termination: Volunteers who do not adhere to these Policies and Procedures or who fail to satisfactorily perform their volunteer assignments are subject to dismissal.

Computer Use: As a volunteer, instant messaging and any social networking tools is not permitted between youth, volunteers, Board Members and/or staff at any time.

If something makes you feel uncomfortable or you are not sure how to handle a specific situation ... ASK!