



Volunteer Information: Spring 2018

Program Description

This Spring, children living in the Emmaus Family Shelter will have the opportunity to improve their math and reading skills, get one-on-one help with their schoolwork, play team building games, and more! Emmaus is hosting an eight-week after school enrichment program called *Emmaus Explorers* that is open to school-aged children residing at the Emmaus Family Shelter and its scattered site apartments. Emmaus is currently recruiting enthusiastic, qualified volunteers to assist in leading this program. We will meet three afternoons per week, and each day focus on different hands-on games, songs, crafts, self-esteem activities, and homework help. There will be a few exciting family field trips throughout the spring as well as family enrichment activities such as International Night, Carnival Night, and a Final Showcase. Every activity is designed to make learning interesting and fun for the children in Emmaus' programs. *Emmaus Explorers* aims to increase self-esteem, enhance the sense of community at the Family Shelter, and instill within participants a love of learning. We need your help to make this a spring these children will never forget!

Qualifications

- At least 16 years old
- Experience or interest in working with children
- Creative, high-energy, and flexible personality
- Responsible, motivated, and independent
- Knowledge of Spanish is helpful

Volunteer Responsibilities

- Attend the mandatory volunteer training session (Wednesday, February 7th from 5 pm to 8 pm)
- Respond to the requests and needs of the Program Coordinators and Emmaus staff
- Monitor children and create a safe environment for learning
- Assist children during program activities
- Bring any issues of concern to the attention of the Program Coordinators and Emmaus staff
- Be enthusiastic about all games, crafts, and learning activities
- Set a good example for children in the program

Volunteer Commitment

We are seeking volunteers who can commit to **at least one afternoon a week** for the majority of the program, preferably the same day each week. For example, if you are available on Tuesdays, we would ask that you attend the majority of the sessions on that day. Additionally, we will be holding family enrichment activities on Monday nights for which we will need volunteers. Please note availability for these activities below on your application because participation in at least one (Kick off party, field trip, enrichment night) is **MANDATORY**.

Schedule

Volunteer Training Schedule: Wednesday, February 7th from 5pm - 8pm. *(Please bring your state-issued ID)*

Emmaus Explorers Schedule: See attached calendar. *Subject to vary

February 2018 Emmaus Explorers Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
5	6	7 TRAINING 5-8	8	9
12 5:30-7:30 pm Kick Off Party	13 3:30-6pm	14 3:30-6pm	15 3:30-6pm	16 Week 1
19	20 3:30-6pm	21 3:30-6pm	22 3:30-6pm	23 FIELD TRIP
26 5:30-7:30 pm Enrichment Night	27 3:30-6pm	28 3:30-6pm	1 3:30-6pm	2 Week 3

March 2018 Emmaus Explorers Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
5	6 3:30-6pm	7 3:30-6pm	8 3:30-6pm	9 Week 4
12 5:30-7:30 pm Enrichment Night	13 3:30-6pm	14 3:30-6pm	15 3:30-6pm	16 Week 5
19	20 3:30-6pm	21 3:30-6pm	22 3:30-6pm	23 Week 6
26 5:30-7:30 pm Enrichment Night	27 3:30-6pm	28 3:30-6pm	29 3:30-6pm	30 FIELD TRIP

April 2018 Emmaus Explorers Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 3:30-6pm	4 3:30-6pm	5 LAST DAY OF EXPLORERS!!	6 Week 8

HOMEWORK HELP (APRIL /MAY)

Monday	Tuesday	Wednesday	Thursday	Friday
9	10 3:30-5pm	11 3:30-5pm	12 3:30-5pm	13
16 NO HOMEWORK HELP	17 NO HOMEWORK HELP	18 NO HOMEWORK HELP	19 NO HOMEWORK HELP	20 NO HOMEWORK HELP
23	24 3:30-5pm	25 3:30-5pm	27 3:30-5pm	28
30	1 3:30-5pm	2 3:30-5pm	3 3:30-5pm	4



Application Process

Please return your completed forms by **Friday, February 2nd** via email to chris@emmausinc.org,
via fax to (978) 914-6379, or via mail:

Emmaus, Inc.
Attn: Chris Hynes
PO Box 568
Haverhill, MA 01830

Please include the following documents in your application:

- Volunteer Application
- CORI/Background Check Form
- Copy of your driver's license/other state-issued ID

Volunteer Application

Contact Information:

Name: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Shirt Size: _____

Mailing Address: _____

(If under 18) Full Name of Parent or Guardian: _____

(If under 18) Phone Number of Parent or Guardian: _____

How did you hear about us? _____

Volunteer Experience:

Are you a student? _____ If so, where? _____

What is the highest level of education you have completed? _____

Occupation: _____ Employer: _____

Are you required to complete service hours for school or another organization? If so, please explain.

Please describe any previous volunteer experiences. _____

Please describe any previous experience working with children. _____

Skills:

What are some of your hobbies, talents, and skills? _____

Do you speak any other languages? _____

Are you First Aid or CPR certified? _____ If so, please explain: _____

Medical & Health:

Do you have any allergies or medical problems/limitations of which we should be aware? _____

Have you ever received services from Emmaus? _____ If yes, when and at which program? _____

Do you have or have you been exposed to any communicable diseases?

Tuberculosis: _____ Hepatitis: _____ Childhood Diseases: _____ Other: _____

If yes, please explain. _____

Emergency Contact: Name: _____ Phone Number _____

Interests & Availability:

There will be a **mandatory** volunteer training session prior to the beginning of *Emmaus Explorers* on **Wednesday, February 7th from 5 pm to 8 pm.** Please let us know if you are unable to attend.

Please mark the volunteer day(s) that you are available to volunteer with *Emmaus Explorers*. Please mark all that apply. If you are interested in multiple days, please rank your choices next to the boxes.

- Tuesdays 3:30-6:00 PM
- Wednesdays 3:30-6:00 PM
- Thursdays 3:30-6:00 PM

Homework Help is an optional addition, which will allow you to receive more service hours once *Explorers* ends. **Homework Help** will be located in the family shelter for 1.5 hours 3 days a week starting April 10 and going through March 3. If interested please select which days:

- Tuesdays 3:30-5:00 PM
- Wednesdays 3:30-5:00 PM
- Thursdays 3:30-5:00 PM

Please mark any that you can make. We require you to commit to at least one of these events.

Family Enrichment Nights

- Monday, February 26th 6-7:30 PM
- Monday, March 12th 6-7:30 PM
- Monday, March 26th 6-7:30 PM

Kickoff Event

- Monday, February 12th 1-3pm

Field Trip

- Friday, February 23th 10-4pm
- Friday March 30th 10-4pm

Please list any weeks you will be unavailable during your selected day: _____

References: Please provide two references that are not relatives:

- 1. Name: _____ Relationship: _____
Phone Number: _____ Email: _____
- 2. Name: _____ Relationship: _____
Phone Number: _____ Email: _____

Signature: _____ **Date:** _____

Thank you for your interest in *Emmaus Explorers*! Completed applications should be submitted by **Friday, February 2nd** via email to chris@emmausinc.org or via mail/in person to:

Emmaus Inc.
Attn: Chris Hynes
127 How Street
PO Box 568
Haverhill, MA 01830.

Please call (978) 377-7899 or email if you have any questions or would like more information about the supplemental application for the Volunteer Leader Program.

PLEASE BRING A PHOTO ID TO TRAINING BECAUSE A CORI FORM WILL NEED TO BE FILLED OUT AND RUN BEFORE YOU ARE ALLOWED TO VOLUNTEER.