

Volunteer Position Description

Name of Organization/Program:

Kennebec County Community Action Partner (KVCAP)/South End Teen Center

Mission/Overview:

We strengthen individuals, families and communities through direct services and community collaborations that create solutions to poverty.

Volunteer Position Title:

College Student Volunteer

Volunteer Role Description:

Volunteers support teen programming by building positive relationships, assisting with daily activities and contributing their skills to a safe, engaging environment. Volunteers may help with homework support, recreation, creative projects or special events; depending on interest and availability.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☒ X Ongoing at Flexible Times ☐ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

The number of hours each week is flexible, our hours are 2:00 PM – 5:00 PM, Monday through Friday during the school year. Time commitments are flexible; volunteers could commit to one day a week, or several days a week. Scheduling hours at least a week in advance is preferred, but not required.

Number of Volunteer Positions Available: 3 each day _____

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Arrive on time or notify coordinator if you cannot attend.
- Log in your arrival and departure time each day.
- Actively engage with teens by participating in activities, listening to their concerns while encouraging participation and creativity.
- Encourage positive behavior and always maintain a supervisory presence when teens are present.
- Follow guidance provided by the Coordinator.
- Report any incidents, accidents or concerns about a teen's safety or well-being to the Coordinator.

Desired Qualifications/Skills:

- Enjoy mentoring youth
- Students interested in education, social work, psychology, public health, arts or community development.

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Aimee Morris

Program Coordinator

Email:

Telephone:

amorris@kvcap.org

(207) 323-4380 or (207) 873-5621

Preferred Communication Method of Volunteer Supervisor:

☐ Email ☐ Telephone ☒ X No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

- N/A
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Does this volunteer position involve interaction with minors or other vulnerable populations?

☒ X Yes ☐ No

If yes, please provide further details:

The center provides a free, accessible space for youth, many of whom come from low-income, food-insecure households. We offer resources such as meals, access to weather appropriate clothing, hygiene items and school supplies. The center also provides mentorship, academic support, and life skills programs that help members succeed in school, prepare for employment, and pursue further education.

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

☒ X Yes ☐ No

If yes, please provide further details:

Background Check forms are completed by KVCAP. Forms can be requested from Coordinator.

Additional Information: