



3500 Ellington Street, Ste. 23 • Charlotte, NC 28211 • Phone: 980-229-7253 • Email: [info@trustedparents.org](mailto:info@trustedparents.org) • [www.trustedparents.org](http://www.trustedparents.org)

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Dear Volunteer,

Thank you so much for your interest in volunteering at Trusted Parents! We are always looking for sharp, caring volunteers, for our camp (become a camp counselor), support group meetings, or community service project; we want dedicated and enthusiastic individuals to join our team! Our volunteer program is very flexible and is designed to meet your needs and interests.

Although there are many areas of opportunity to volunteer with our organization, we are mainly in need of volunteers for our summer camp and monthly support group meetings. Volunteers are required to dedicate at least 4 hours per day, providing care to special needs children and their siblings while in our care.

The intake process for our volunteers varies, depending on the volunteer position you are interested in fulfilling, which can include but not limited to an telephone interview, face to face interview, reference check, and background check. Volunteers will be asked to fill out detailed volunteer application and attend an orientation and given a tour of the facility. During this time prospective volunteers will have the opportunity to train with an experience staff or volunteer on the policy and procedures of Trusted Parents and our volunteer program. Our dress code requires that our staff and volunteers wear clothing that are comfortable and have adequate amount of coverage and closed toe shoes (sneakers preferred).

Please refer to the next page for further information in volunteering with Trusted Parents.

We look forward to having you as a member of our team!

Best Regards,

Trusted Parents Volunteer Department





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## **Reminders and Important Information:**

- ✚ Trusted Parents is a nut-free organization.
- ✚ Volunteers must be at least 16 years of age and need a parent/guardian signature if under 18.
- ✚ Clothing should be comfortable and provide adequate coverage.
- ✚ Background Checks are required prior to volunteering.
- ✚ Volunteering at Trusted Parents provides you with personal and professional growth and development. You are encouraged to learn as much as possible while you volunteer with us! Please engage with all children, parents, staff and fellow volunteers.
- ✚ As you know, we do not talk about the children in front of them so please be mindful of any personal conversations and direct child-specific questions to a Lead Representative or Director of Trusted Parents.
- ✚ Please do not be left alone with a child.
- ✚ Please always inform the Director of your next volunteer day or if you will not be able to come in for your previously scheduled session.
- ✚ During your time at Trusted Parents, please wear a name tag.
- ✚ If you are completing required hours, please be sure to provide any and all necessary paperwork on your first day.
- ✚ It must be stressed that confidentiality is strictly enforced, to protect the privacy and dignity of the families we serve.
- ✚ We welcome any feedback and/or suggestion in making your experience better and may provide you with feedback/suggestions in assisting you to become a stronger volunteer.
- ✚ Please feel free to always see the Executive Director of Trusted Parents with any questions and/or concerns.

