



MANY Options Volunteer Service Description

Title: MANY Options Assistant

Purpose

- To work with supervision and direction from the Many Options Coordinator.
- To assist in providing programming and/or project support to the Many Options After School Program

Term of Appointment: Up to 2 semesters/school year, renewable upon agreement between volunteer and Coordinator.

Time Required: May range from 2-10 hours/week.

Accountability

- Responsibilities are limited to the scope of the duties defined in this service description.
- Accountable to MANY Options staff

Responsibilities:

- Follow all guidelines and policies of Monadnock Family Services and the Youth Initiatives Office and maintain confidentiality.
- Maintain the standards of the MANY Options Program by conducting oneself in a responsible manner.
- Serve as a role model and willingly share knowledge and involve youth in the program.
- Maintain close contact with MANY Options staff and Youth Initiatives Office.
- Participate in volunteer development opportunities as appropriate.
- Serve as a mentor to youth in the program.
- Assist with any of the listed non-direct service projects or work with Coordinator on other projects of interest: 1. compiling and interpreting data from pre/post tests, interviews, observations, and surveys; 2. creating community service opportunities; 3. volunteer recruitment; 4. developing and implementing a healthy snack program; 5. marketing the program to area 5th-9th grade students
- Participate in any of these (or other) direct service activities including: 1. tutoring for homework club; 2. leading teambuilding and other skill-building activities during program's daily "Check-In" time; 3. leading other new activities for participants including knitting, photography, dance, art, beading, pottery, etc.

Qualifications

- The interest in working with middle school students in an after school environment.
- The ability to work tactfully and communicate effectively in verbal and written forms.
- The ability to organize and implement activities for 5th – 9th grade students.
- The ability to accept and follow through with responsibilities.
- Belief in the importance of youth development and the need to provide young people with positive adult role models and out-of-school learning opportunities
- Possess a high level of organizational skills.
- The ability to work independently and with minimal supervision.
- Must have successfully completed the Monadnock Family Services volunteer enrollment process.
- Be willing to submit to a motor vehicle and criminal record check.

Resources

- Orientation, training and support from the Youth Initiatives Office.
- Positive youth development/after school programming literature and volunteer training materials
- Assistance from other volunteers, staff

Benefits

- Personal satisfaction of providing an important service to youth
- Volunteer expenses are tax deductible
- Liability insurance provided by Monadnock Family Services for volunteer service to Many Options

Evaluation

- Annual review and written summary
- Maintain and submit necessary reports in a timely manner including volunteer and training records.

Success Criteria

- Direct service – Hours served with youth
- Non-direct service – responses of Many options Coordinator regarding project

The Youth Initiatives Office of Monadnock Family Services agrees to:

- Provide appropriate training opportunities
- Provide appropriate access to MFS property and resource materials
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for Coordinator and other staff to listen to volunteer’s ideas for improvement
- Provide appropriate supervision, evaluation, and recognition

You are hereby recognized as a Monadnock Family Services volunteer. As a recognized volunteer you are protected by NH RSA:508:17 which provides legal protection for its volunteers by limiting the liability of an enrolled volunteer who is working within the scope of his or her official duties and responsibilities as outlined by this document and following the guidelines and policies of the program.

Volunteer

Date

Staff Member

September 2005
MFS/Youth Initiatives Office for Many Options Program