



Teen Leader - Volunteer Policy

Version 3.0, September 2015

Purpose

The purpose of this policy is to define the rules and standards for teens (13-17) who wish to volunteer to help with the administration of classes run by The Super Saturday Program.

Applicability

This policy applies to all minors (below age 18) who assist with the activities of The Super Saturday Program during class days, whether assisting in classrooms, hospitality areas, or any other area within the operation of the program.

Process

A teen who wishes to volunteer as a Teen Leader, to assist with The Super Saturday Program must first complete a **Volunteer Application Form**. This form must be signed by both the prospective Teen Leader and his/her parent or legal guardian. Applications must be received at least 4 weeks prior to the first day of the first session for which the teen wishes to volunteer.

Each application will be reviewed by the Teen Advocate, who, along with others involved in the operations of The Super Saturday Program (such as the CEO, President, or Teacher Coordinator(s)), will decide whether to accept the applicant and, if accepted, assign the applicant to a specific area or teacher. The Teen Advocate will present a list of the Teen Leaders and their assignments to the Board of Trustees prior to each session. The Board reserves the right to alter these assignments as they see fit.

Prospective Teen Leaders may indicate a preference for the class or area in which they wish to provide assistance; however, their actual assignment will be determined by the Teen Advocate, in consultation with the Board.

Once accepted and assigned, the Teen Leader and his/her parent or legal guardian must read, agree to, and sign the Volunteer Agreement Form (see attached). Violations of the Volunteer Agreement may result in a Teen Leader's dismissal.

Volunteer Applications and Volunteer Agreements are considered to be in effect for the full academic year. Teen Leader assignments, however, are made on a term-by-term basis. An applicant is required to complete a new application form (or, if accepted, sign a new Volunteer Agreement) once each year. If an accepted Teen Leader wishes to work for more than one session during a year, they must simply communicate this, in writing, to the Teen Advocate at least 4 weeks in advance of the session. A rejected applicant may re-apply at any time.

Teen Leaders will be assigned to a classroom or other area under direct supervision of an instructor or adult volunteer (who has a valid background check on file with PAGE, Inc.). The

Teen Leader is expected to assist the adult mentor with whatever tasks are needed to ensure that the class or other event operates smoothly. This may include physical activities or contact with food or other items. Therefore, it is very important that prospective Teen Leaders carefully complete the application form, including any physical restrictions and/or allergies.

Volunteer Duties

Teen Leaders will be assigned to a particular classroom or other area of The Super Saturday Program, under the direct supervision of an instructor or adult volunteer (who has a valid background check on file with PAGE, Inc.). Teen Leaders are expected to perform as follows:

- Arrive on time for each class to which they are assigned, and prepare to engage in the duties set for them by their mentor.
- If circumstances require that a Teen Leader miss a class, they should contact both the mentor and the Teen Advocate as soon as possible to inform them of the upcoming absence.
- Teen Leaders are to sign in to their class using the appropriate sign in sheet.
- Follow the instructions of the mentor to facilitate the activities of the classroom or area.
- Show respect and decorum at all times, and with all participants in the program (students, instructors, parents and volunteers).
- Engage with the students and other participants in a positive manner.
- Dress appropriately for the tasks to which they are assigned.
- Remain on campus until picked up by a parent. Students who will drive themselves, walk, or be released on their own must bring a signed note from his/her parent or legal guardian confirming that the teen may release his/herself at the end of his/her volunteer assignment for the day. Students with a signed note will be released from The Super Saturday Program at the end of the teen's assignment and will no longer be supervised by The Super Saturday Program staff.
- Follow any other rules and policies of PAGE, Inc. or The Super Saturday Program that may apply.

Restrictions

- Individuals must be a minimum of 13 years of age in order to volunteer in the program.
- Teen Leaders are to be dropped off and picked up from the assignments by their parent, legal guardian, or other adult assigned by their parent/legal guardian. If driving themselves, walking or otherwise on their own, they must bring a signed note from their parent or legal guardian confirming that they may release themselves at the end of their volunteer assignment for the day. Students with a signed note will be released from The Super Saturday Program at the end of their assignment and will no longer be supervised by The Super Saturday Program staff.
- Teen Leaders are not permitted to leave campus during class time, except as part of a pre-approved off-campus trip authorized by the Board.
- Teen Leaders cannot assist in a class other than the class to which they are assigned, unless given express permission to do so by the Teen Advocate, Teacher Coordinator(s), CEO or President of PAGE, Inc.

- Mentors may choose to discontinue the service of a Teen Leader for any reason at the end of the term by informing the Teacher Coordinator, Teen Advocate, or the Board of Directors of PAGE, Inc. of their decision.
- If the mentor or Teen Leader has a concern with their current situation, they are to bring it to the attention of either the Teen Advocate or Teacher Coordinator(s) as soon as the concern is apparent. The Teen Advocate will work with both the mentors and Teen Leaders to resolve the concern. If the concern cannot be resolved to the mutual satisfaction of both the mentor and the Teen Leader, the Teen Leader's volunteer assignment will end (prior to the end of the term if necessary).
- The Board of Directors of PAGE, Inc., or the President or CEO acting on their behalf, in conjunction with the Teen Advocate, may terminate the service of the Teen Leader for any reason.

Certification of Volunteer Commitment

If desired by the Teen Leader, PAGE, Inc. will provide written certification of the Teen Leader's time commitment, including the dates performed and the total hours, in a format acceptable to PAGE, Inc. Requests for time certification should be made, in writing, to the Teen Advocate.