

Volunteers

Facilitator: Jen

Attendees: Lisa, Laura, Jon, Rose, and Jessica

September 2015 Intake

- We're unsure at the moment where the September intake 2015 is going to happen and the beginning of **June will be the closing date for applications**. Unless something drastic changes then September will not be happening.

2016 Dates

- Orientation: February 22nd 2016 and September 16th 2016
- This year we offered a 2 or 4-week short-term service team. In the end a few people dropped out so we are only running the SA portion in 2015.
- In 2016 looking at two weeks in South Africa (start of August) and two weeks in Zambia (end of July). Number for short-term service team is 9 people.

Long term Volunteers

- International Office have been giving more input into the volunteers that are coming on Orientations which is very helpful.
- When the IO are looking at people to come, what are we looking for?
 - People that are likely to be more committed?
 - People who have the positional to be longer term volunteers?
 - How often you're connecting with them?
 - What kind of questions you're asking?

Canadian

- When applications come in, Kristal reviews them. It is discussed and references are called. It's really important to look into those references not to just go face value. The references are really key.
- If the references are positive we meet them in person if possible.
- IO prayer for the applicant
- Then application is sent to Jen

When the application come to the HUB there is a group that looks over them. Dan, Jen, Busie, and Carolyn. They go very much on the recommendation from the IO. They discuss and look at possible red flags. They will either go back to the IO with follow up questions, recommendations and approval. Sometime applicant will be better suited for the next orientation.

Once the application has been approved it is good to involve them with the IO. They often don't fully understand what we do and how we do it. Make sure they look at the website. If the applicant thinks they are coming to play with children this can often be a huge stumbling block. We can't be afraid to say no Hands at Work isn't right for you. There may be an organization that suits them far better. We are finding this more and more with the younger ones. Or suggest other options; coming on a team, helping in the IO for first.

Question: What happens when you're trying to push partners to produce volunteers and it's not the right one?

- This needs to be a discussion. When looking at applications IO and HUB should take partner info into consideration.

Preparation for Volunteers

Once someone has been accepted. Direct them to: www.handsatwork/im-coming.org for more info on preparation.

The visa process is different in each International Country. Make sure you walk through that with them.

Continue to build relationship with them. If possible have multiple people from the office connect with them. It's good for the IO to get to know their family especially if they were under 25 – so the family understands where they are going and what they are doing

Volunteers returning Home

Returning volunteers are important. Jen will send IO a copy of the volunteers final debrief.

Suggestions:

- Usually a phone call 24 hours within hitting the ground and then a week out. This can be from a past volunteer.
- Invite them to be involved with the community
- Connect with their church or missions director.
- IO's to skype with Jen monthly to keep updated.

Questions: What is the expectation of int'l offices to keep in contact with them while they are on the ground?

- It's good if you send them a few emails.
- Helpful if you know the family and the family knows who you are
- If there is an issue we would contact you
- In terms of sickness – people do get malaria but just to clarify. What we will do is that Jen will call the family directly but then will let the int'l office will let them know.

Sender Form

This person should not be their parent! But someone that takes responsibility – the idea being that if it all gets messy here that there is that neutral person they can contact to ask for help. Not like her mom who automatically takes the persons side. Puts some ownership on the person as well. Should be communication happening there.

If you every have questions Jen is available!!