

**Agape Youth Volunteer
Handbook
2018 - 2019**



Agape Youth and Family Center Volunteer Handbook

After-School and Summer Enrichment Programs

INTRODUCTION

The purpose of this volunteer handbook is to provide Agape Youth and Family Center volunteers with the policies and procedures for working with the youth and teens in the after-school and summer enrichment programs.

These programs provide a nurturing environment that encourages positive social change, academic achievement, and personal development. Agape recognizes the potential of each individual and works diligently with their families and schools to manifest the gifts of our young people. The full potential of each student will be achieved with clear and effective communication between the parents, school, and the Agape staff and volunteers.

PROGRAM LOCATION

**Agape Youth and Family Center
2210 Marietta Boulevard NW
Atlanta, Georgia 30318**

AGAPE PROGRAM OPERATIONS

Attendance: Volunteers are asked to provide service each scheduled day and time. Agape will email/text volunteers within reasonable hours if Agape is closed.

Arrival: Volunteers should plan to arrive 10 to 15 minutes prior to the program. We want to ensure proper accommodations are arranged and inform volunteers of any last-minute program changes.

Absence: Volunteers should email the Youth Program Coordinator if unable to attend for an extended period of time.

Sign-in Sheet: Volunteers are asked to sign in each time you arrive on site. It is important to know in case of an emergency. Also, we are able to highlight and track volunteer hours.

Supplies: Students are expected to bring homework assignments and school supplies. Volunteers are encouraged to bring appropriate educational materials to enrich the students' learning. Also, Agape has supplies, educational games, and books available.

Computers: There are computers and internet access for students who have online homework or research projects. There are preselected websites available for students who have completed homework.

Parking: Adequate parking is available.



AGAPE PROGRAMS

For information on volunteer opportunities contact us at volunteer@agapeatlanta.org.

SCHOOL YEAR PROGRAMS

E. Rivers Elementary After-School Program – Monday-Thursday

Program Hours: 3:15 – 6:15 pm
Homework Hour: 3:15 – 4:15 pm

Bolton Academy After-School Program – Monday-Thursday

Program Hours: 3:00 – 6:00 pm
Homework Hour: 3:15 – 4:15 pm

Sutton Middle School After-School Program – Monday-Thursday

Program Hours: 4:30 – 7:00 pm
Homework Hour: 5:00 – 6:00 pm

Youth Program Coordinator for all schools: Alan Maxcy, amaxcy@agapeatlanta.org

AGAPE VOLUNTEER TRAINING

Volunteer Activities and Events

1. **Trainings** – Agape realizes the importance of training volunteers so that they find their experience rewarding. Agape will host various training sessions. Also, volunteers will be able to share concerns and information about their child and exchange ideas.
2. **Information Sharing Network** – Agape encourages homework buddies for the same child to form a Buddy Team to best support their child.
3. **Appreciations** – Agape recognizes the importance of having dedicated and committed volunteers working side-by-side to fulfill our mission. As an effort to ensure quality of service and building community, we host end of year appreciations for our volunteers. We strongly urge our volunteers to attend.

Training for New Volunteers

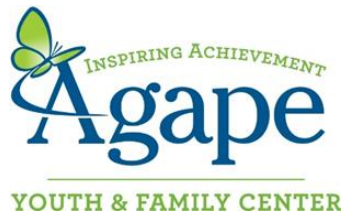
For questions or to RSVP for upcoming volunteer orientations, email us at volunteer@agapeatlanta.org.

Training for All Volunteers

Volunteer Trainings will include opportunities to share information and exchange ideas and include speakers on various topics of interest and concern to volunteers.

Training to become a Cupp Reading Tutor

Volunteer training for volunteers wishing to work one-to-one with students using the Cupp Reading Program to help students learn sight words, improve phonics skills, and improve reading fluency and comprehension.



AGAPE AFTER-SCHOOL PROGRAM DATES

****No Agape after-school program on days that Atlanta Public Schools are closed***

- September 10, 2018 - Volunteers' First Day of Agape Programs
- October 8-12, 2018 (Monday-Friday) - No School
- November 6, 2018 – No School
- November 16, 2018 – No AGAPE (Great Thanksgiving Basket Giveaway)
- November 19-23, 2018 - No School
- December 17-31, 2018 – No Agape
- January 1-6, 2019 – No Agape
- January 7, 2019 - First Day of Agape Programs (Volunteers Return)
- January 21, 2019 – No School
- February 18-22, 2019 - (Monday-Friday) - No School
- March 18, 2019 - No School
- April 1-5, 2019 - No School
- April 19, 2019 - No Agape (Good Friday)
- May 10, 2019 – Volunteers' Last Day of Agape Programs
- May 17, 2019 – Last Day of Agape Programs

Holidays, School Closings, and Closings Due to Inclement Weather – Agape observes all Atlanta Public School (APS) System closing dates and some state and federal holidays. Agape will notify staff and volunteers when Agape is closed by email and text message in cases of inclement weather.

AGAPE VOLUNTEER FAQs

- **To whom do I “report”, provide feedback, or make suggestions?** You can direct all comments, concerns, and questions to the Youth Program Coordinator, Director of Programs, or Executive Director.
 - Alan Maxcy, Youth Program Coordinator, 404-697-5582
 - Marlon Montgomery, Director of Programs, 678-428-5704
 - Nell Benn, Executive Director, 404-355-1877
- **How will I know about upcoming events, trainings, or program changes?** You should expect to receive updates from Agape, and you can check the Agape Website and Facebook page. Please make sure you provide Agape with an email address and cell phone number so that you can receive emails and texts.
- **I have been volunteering with Agape for years, should I still attend an orientation session?** Yes! We are always expanding and refining the quality of our youth programs, and your thoughts are needed. Also, your experience will be deeply appreciated by our newer volunteers. You will also learn new techniques for supporting your student with homework and preparing for school testing.
- **Will I receive feedback on my student’s performance?** Yes! Our goal is for our students to make significant gains in academic performance. As a volunteer you are the key to ensure we meet our goal. Our Youth Program Coordinator and School Specialists are onsite during the after-school program to answer any questions you may have about your student’s performance.
- **Will I have an opportunity to meet other volunteers and exchange ideas?** Yes! We will host volunteer exchange meetings. We recognize your schedule is full, so you are not obligated, but encouraged, to attend.
- **How will I be matched with a student?** Agape makes every effort to find a good fit for the student and volunteer. Agape takes into consideration the skill sets of the volunteer and the needs of the student.
- **What if I notice my student needs extra help more than one day a week?** Agape recognizes that our students may need additional academic support. Volunteers may discuss the possibility of coming other days to provide additional assistance with the Youth Program Coordinator.



YOUTH & FAMILY CENTER

AGAPE FAST FACTS

- Agape has been in existence since 1997 and was started by Trinity Presbyterian Church. The Agape facility is located at 2210 Marietta Blvd. NW, Atlanta GA 30318.
- Agape’s new facility is 35,000 sq. ft. and has 10 classrooms, a state of the art computer lab, library, lounge for the senior citizens, teaching kitchen and dining hall, recreation room, gymnasium and staff offices.
- The Agape Youth & Family Center has moved to a larger facility to:
 - consolidate programs and become more efficient
 - increase the number of children served
 - enhance programs offered to the children
 - offer programs for parents
 - create a hub in the community that the children and families can call their own
- All programs and services at Agape are free of charge.
- Agape serves senior citizens, children grades K-12 and their families.
- Agape currently serves about 200 children from Bolton Academy, E. Rivers Elementary, Sutton Middle, Atlanta Classical Academy, and North Atlanta High Schools.
- On average, our high school students have participated in Agape programs for 7 years.
- Since 2009, Agape has achieved a 100% high school graduation rate.
- Agape is funded by private foundations, corporations, individuals, special events and faith-based organizations.

<p>Programs and Services</p> <ul style="list-style-type: none"> -Day Program for Senior Citizens -In-school program for all students -Academic Based After-School Programs -Mentoring Institute for High School Students -Emergency Assistance for Agape Families -Summer Health and Fitness Camps for youth -Summer Early Reading Programs for rising K, 1st and 2nd graders 	<p>Community Initiatives</p> <ul style="list-style-type: none"> -The Great Backpack Give-away -The Great Thanksgiving Basket Give-away -Extreme Bedroom Makeover -Holiday Gift Store <p>Fundraising Events</p> <ul style="list-style-type: none"> -The Metamorphosis (Annual Spring Benefit) - Arise: An Agape Empowerment Experience for Women and Young Ladies (Mother-Daughter Holiday Tea)
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AGAPE YOUTH VOLUNTEER ACKNOWLEDGEMENT

It is Agape's policy that all youth volunteers ages 18 and under are to be under the supervision of adult leaders and that all such volunteers acknowledge and agree to the commitments and promises stated in the following Agape Youth Acknowledgement. By signing and submitting the Agape Youth Acknowledgement below, youth volunteers acknowledge that they have read it, understand it, and will comply with the promises and commitments stated therein.

AGAPE YOUTH VOLUNTEER ACKNOWLEDGEMENT

I understand that I am under the supervision of adult leaders and will comply with the rules at all times.

I will not wear any clothing that is in conflict with Agape values and standard of conduct (i.e. too short or revealing, obscene or vulgar images or wording, see-through, etc.)

I will not remove myself from the group or go off with a child or with another youth volunteer unless asked to do so by an adult leader.

I will follow bathroom procedure by sending children to the bathroom in pairs and remain in the doorway if accompanying younger children.

I will refrain from giving piggy back rides or letting children sit in my lap.

I will not use foul or sexually suggestive language. I will also refrain from teasing or engaging in behavior that might be perceived as judging or making fun of any child.

I will not rough house, tickle or play fight with other youth volunteers or with any of the children.

I will not play favorites with any of the children.

I will not neglect my duties as a volunteer to hang out and talk exclusively with the other volunteers.

I will turn off and refrain from using my cell phone and other personal electronic devices while I am working with children.

I will follow the two-leader rule at all times and never be alone with a child unless I have been asked by an adult to take a child from one activity to another.

I will recognize that some of the children will likely look up to me and view me as a role model and so I will use appropriate language and behavior at all times.

I agree to abide by the commitments and promises stated above and to otherwise follow all Agape rules, procedures and policies that are made known to me.

Signed: _____

Date: _____



Volunteer Agreement – Minor Volunteer

Parental Consent. I hereby consent to _____ [*name of minor volunteer*] (“Volunteer”) participating as a volunteer in the programs, services and/or activities provided by the Agape Youth & Family Center.

Following Agape Rules. I understand that Volunteer must abide by the instructions, policies and regulations of Agape, including the policies specified in the *Agape Youth Volunteer Acknowledgment*.

Photo / Video / Media Release. I hereby authorize Agape, including its staff and other volunteers, to make or capture images, take photographs, and make video and/or audio recordings of Volunteer in connection with his/her participation as a volunteer in the Agape Programs.

Privacy and Confidentiality. I understand that Volunteer will be expected, during his/her tenure as a volunteer and at all times thereafter, to keep private and confidential any information pertaining to Agape and the Agape Programs, its students and other participants, volunteers and/or staff.

I have read and understood this agreement. I hereby consent to this agreement.

Signature

Date

Relationship to Volunteer