Volunteering at Arizona's Children Association

General Information

About the organization
Arizona's Children Association has been serving Arizona’s children since 1921. We are a non-profit organization that offers over 100 programs to children and families throughout the state. Our primary purpose is to ensure that children have the opportunity to live in an environment that will lead to an emotionally healthy and happy childhood as well as a safe and permanent home. All volunteer opportunities will in some way, contribute towards this goal.

Some of the types of services provided
- Inpatient and outpatient behavioral health services for children
- special education
- therapeutic and respite foster care
- infant and older child adoptions
- family and kin reunification
- parenting and infant information and resources
- substance abuse intervention
- caregiver, guardian, grandparent information and support

Types of Volunteer and Internship Opportunities
Volunteer opportunities are available with varying degrees of time commitment, training, requirements, and type of service.

Mentors- Volunteers are matched with a specific child in the traditional sense of mentorship. This requires the most time commitment and training, but allows for the most intensive individual involvement with a child.

Recreation Assistant - Volunteers act as role models/mentors with individual children or small groups of children engaging in activities such as arts & crafts, reading, playing games, sports, or just plain having fun! Some time commitment and training is required.

Classroom Assistant- Volunteers work with a teacher and teaching assistant in the classroom helping with academic and social development of students within the educational setting.

First Steps Volunteer- Volunteers meet with new mothers in the hospital setting providing them with information on infant development and resources

Administrative- Volunteers assist with program-specific administrative/clerical functions within the organization. These assignments may be specific in length or ongoing as needed. Some time commitment and training is required.
Volunteer Pool - Volunteers make themselves available on an "as needed" basis. Volunteers are called upon for various projects. These may be administrative, special events, or miscellaneous events/offers the most flexible time commitment. A volunteer can accept or decline each time he or she is contacted.

Internships/Service Learning – Opportunities can be developed in many of our programs to better serve our clients as well as meet your learning experience needs.

Group Opportunities - Groups from area organizations or businesses wishing to volunteer their time as a group. Opportunities are always available (some examples are, sponsoring or organizing an event with our child residents, an agency van wash, an outing with a group of kids, a campus clean up day, specific building projects).

Some information about Requirements
All regularly scheduled volunteers must be 18 years old and will be asked to have a TB test, complete an initial interview/screening, and attend our volunteer orientation. If the position deals directly with children, the applicant must be at least 21 years old and complete a fingerprint clearance.

Give us a call! We'd be happy to find an opportunity to fit your needs as an individual or a group!

Volunteer Services (520) 622-7611 or 1 (800) 947-7611 ext. 1341
Arizona’s Children Association

OPEN VOLUNTEER POSITIONS

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>PROGRAM</th>
<th>HOURS</th>
<th>STATUS</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>Mentor/Special Friend</td>
<td>Behavioral Health</td>
<td>Flexible/Weekly</td>
<td>Ongoing</td>
<td>Matched with an individual child to provide a listening ear, role model, and</td>
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<tr>
<td></td>
<td>Residential Treatment</td>
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<td></td>
<td>provide regular visitation</td>
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<tr>
<td>Mentor/Recreation Assistant</td>
<td>Residential Treatment</td>
<td>Flexible/Weekly or Bi-weekly</td>
<td>Ongoing</td>
<td>Providing mentorship in a residential setting. Facilitate current activities or lead your own!</td>
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<tr>
<td>Educational Assistant</td>
<td>Special Education</td>
<td>Flexible weekly/bi-weekly</td>
<td>School Year</td>
<td>Assist children with coursework such as reading/math skills and/or assist with general classroom management</td>
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<tr>
<td>School Clerk</td>
<td>Special Education</td>
<td>Weekly</td>
<td>School Year or Semester</td>
<td>Assist with clerical support in school and in maintaining school library</td>
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<tr>
<td>POSITION</td>
<td>PROGRAM</td>
<td>HOURS</td>
<td>STATUS</td>
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<tr>
<td>First Steps Volunteer</td>
<td>Parent Connection</td>
<td>Weekly, bi-weekly</td>
<td>Ongoing</td>
<td>Visit new moms in the hospital setting and provide infant development</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>information and resources</td>
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<tr>
<td>Foster/Adoptive Parent Training</td>
<td>Child Welfare and Family</td>
<td>Weekly, 3-4 hours</td>
<td>Ongoing</td>
<td>Assist in coordination of trainings and training manual assembly</td>
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<tr>
<td>Assistant</td>
<td>Services</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Clerical Pool</td>
<td>Various</td>
<td>Weekly/bi-weekly</td>
<td>Ongoing</td>
<td>Assist in basic clerical support as needed by a variety of programs</td>
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<tr>
<td>Medical Records Assistant</td>
<td>Administration</td>
<td>Weekly, bi-weekly</td>
<td>Ongoing</td>
<td>Assist in Medical Records</td>
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<tr>
<td>Resource Coordinator</td>
<td>Volunteer Services</td>
<td>Flexible, bi-weekly and on</td>
<td>Ongoing/Specific</td>
<td>Assist in the procurement, transport, and organization of donations/Assist</td>
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<td></td>
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<td>call</td>
<td>Holiday Help</td>
<td>community outreach</td>
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<tr>
<td>Events Coordinator</td>
<td>Volunteer Services</td>
<td>Flexible</td>
<td>Ongoing</td>
<td>Assist in coordination of events for residents, and families</td>
</tr>
</tbody>
</table>
THINGS TO CONSIDER PRIOR TO STARTING YOUR INTERNSHIP/PRACTICUM

DON'T WAIT UNTIL THE LAST MINUTE! GET A JUMP START IN BEGINNING YOUR SERVICE!

TO ENSURE OUR CLIENTS' SAFETY, WE REQUIRE COMPLETION OF A SCREENING PROCESS. THIS INCLUDES:
- INTERVIEW WITH THE VOLUNTEER COORDINATOR
- COMPLETED REFERENCE CHECK
- TB TEST
- DPS FINGERPRINT CLEARANCE
- MEETING WITH SITE SUPERVISOR

WE WILL PROVIDE YOU WITH AN ORIENTATION WHICH IS SCHEDULED WITHIN YOUR FIRST MONTH OF SERVICE, COMPLETION OF AN ORIENTATION IS MANDATORY.

THINGS TO THINK ABOUT:

WE LIKE TO PROVIDE YOU WITH A SOLID LEARNING EXPERIENCE AS WELL AS MAXIMIZING YOUR SKILLS TO BENEFIT OUR PROGRAMS.
- WHAT ARE YOUR PERSONAL GOALS AS WELL AS YOUR SCHOOL DIRECTIVES?
- WHAT SKILLS AND EXPERIENCE DO YOU HAVE TO OFFER?
- WHAT ARE SOME AREAS OF INTEREST WITHIN THE FIELD?
- WITHIN WHAT AGE GROUP DO YOU FEEL YOU'D LIKE TO WORK?
- WHAT SCHEDULE CAN YOU OFFER? THINK AHEAD ABOUT YOUR CLASS SCHEDULE, WORK SCHEDULE, AND OTHER ACTIVITIES

THANK YOU FOR YOUR INTEREST! I LOOK FORWARD TO WORKING WITH YOU!