

Dear Volunteer,

Thank you for your interest in completing your volunteer/shadowing hours at Connect the Dots. **Volunteers are a very important part of not only our organization but are community as well and we put great value in that!**

Duties that are required during your time include both observing the therapists during their sessions and also miscellaneous tasks within the office that are assigned as needed. These activities include: setup/cleanup of toys and equipment, cleaning/sterilizing toys, various office tasks and office maintenance. For every hour of volunteering, you will receive an hour to be used observing therapists in any discipline. The available therapies for you to observe are: physical, occupational and speech therapies.

On our website – www.ctdpediatrictherapy.com – you will find our Volunteer section. It is located under the Careers Tab and within the Volunteers section. Please complete the “Volunteer Experience Interview Screener” and the “Volunteer Application” and return as soon as possible. Since this is a pediatric facility, we require all volunteers to provide a background check which can be purchased on the website through a third party vendor. We will follow up with you if a volunteer position is available. ***Please be aware we are not able to accommodate all applicants as we have a limited number of spots available.***

During your time with us, you will be expected to take an active role in your learning experience by asking questions, taking initiative to complete daily support tasks, and interacting with staff and children within the scope of your role. We periodically receive requests from volunteers to write a recommendation letter for a college application. Please be advised we will consider writing a letter for those who exceed our expectations and on a case by case basis only.

Finally, please be aware of our dress code policy as stated below.

1. Business casual attire is expected and we do allow jeans. Cut-off shirts, spaghetti-type straps, and halter tops are not permitted. Capri type pants are allowed if pant leg is below the knee. The belly and back areas must be covered at all times.
2. Appropriate shoes must be worn in order to perform your job. No flip flops, or high heels are permitted at any time for treatment times. Sandals that are strapped onto the foot are permitted, as long as they remain on during treatments. Bare feet are not permitted at any time.
3. Excessive perfumes and scented lotions should not be worn in treatment areas. Many children have sensitivities to smells as well as allergies.
4. If you violate the above dress code, you will be sent home.

Let us know if you have any questions. We look forward to hearing from you!

Sincerely,

Connect the Dots Pediatric Therapy

VOLUNTEER APPLICATION

Name: _____ Date: _____
Last First MI

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Areas of Interest/Reason for Volunteer Position: _____

Related Experiences: _____

Do you have a background check that is less than 6 months old? Yes No

How did you hear about us? _____

References:

1. _____

2. _____

Volunteer Signature: _____ Date: _____

Connect the Dots Pediatric Therapy, Inc.
Volunteer Experience Interview Screener

1. Why did you pick Connect the Dots to complete your volunteer experience?

2. What are you hoping to achieve upon completion of your volunteer experience?

3. Do you have prior experience with children? Do you feel comfortable interacting with a child in play?

4. Have you had exposure to or experience in customer service?

5. Tell us about the role you tend to take in group projects.

6. Schedule changes happen frequently; how would you handle an unexpected change in your schedule or deleted tasks?

7. If a problem arises while you are working on a project, how might you go about solving it?

8. What is your preferred learning style?

9. How many volunteer hours do you need? _____ .

What are your preferred start and end dates: _____.

10. What days and times are you available? (Connect the Dots is open 8am - 7pm Mon through Thursday and 8am - 5pm on Friday)

11. Will you be asking for a recommendation letter (and therefore volunteering for a minimum of 40 hours)?
YES NO