

## **VOLUNTEER TRAINING PROCESS**

### **Phase One:**

- Volunteer candidate completes volunteer information sheet.
- Volunteer coordinator reviews with candidate: Volunteer Do's and Don'ts, and Sparks of Hope Recovery Support Center founding documents: mission statement, objectives, code of ethics, core values, and recovery support statement.
- Sparks of Hope will conduct background checks and reference reviews, including requesting a written reference from a Spiritual Leader

### **Phase Two:**

- Candidates shadow Center volunteers several times (over a period of weeks/months) during open hours.
- Volunteers will mentor and evaluate appropriateness of candidates' interaction with Center volunteers and Sparks visitors.
- Candidates will participate in various trainings as deemed necessary: Narcan training, Mental Health First Aid, in-house volunteer trainings, as well as attend at least one "Voices of Addiction" presentations.

### **Phase Three:**

Upon completion of Phases 1 and 2, if the candidate has made the commitment to be a Center volunteer, continued participation is required with in-house and staff development training as scheduled. Topic examples are: Canon of Ethical Principles, Confidentiality, Recovery/Addiction Process, Communication Skills, and "The Truth About Drugs" curriculum.



# Sparks of Hope

Recovery Support Center

## Staff and Volunteer Protocol: Do's and Don'ts

### Do:

- Show up when you've committed to volunteering/working at Sparks. Please call in advance if you can't make it. We're counting on you.
- Be prompt when we're expecting you - particularly if you are responsible for opening the building.
- Exhibit respect in all interactions with staff, volunteers, and friends in recovery.
- Be open and friendly to everyone at Sparks while maintaining appropriate and professional interactions.
- Engage recovery friends in conversation and activities at Sparks.
- Listen compassionately without judgement.
- Offer ideas, resources, and support in a non-biased manner.
- Please know that you are invaluable. We can't do this work without you!

### Don't:

- To reduce clutter, don't leave personal property lying about. Purses/backpacks, etc. may be best left in your vehicle or other secure place.
- Don't give out your home phone number or address.
- Childcare is not provided at Sparks. Parents are responsible for their child(ren) at all times.
- Don't give money to center-goers.
- Don't engage in enabling behaviors. We offer a hand up, not handouts. We encourage center goers to assume responsibility for their own lives and the difficulties that may come with it. We offer resources and support while preserving independence and dignity.
- Don't feel compelled to provide transportation for center goers. This may take away their opportunity to handle their own lives and responsibilities.



# Sparks of Hope

Recovery Support Center

## Volunteer Information Sheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Days and times you are available \_\_\_\_\_

What skills/knowledge do you possess that can be shared with people in recovery?

\_\_\_\_\_

How did you hear about Sparks of Hope? \_\_\_\_\_

Have you been convicted of a crime? (Please explain) \_\_\_\_\_

Are you willing to submit to a background check?    YES        NO

Please list two references who can attest to your character and ability as a volunteer:

<b>Name</b>	<b>Organization</b>	<b>Phone number/email</b>
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1.

2.