Dear Volunteer,

Valley Youth House does more than just provide a home for vulnerable, abused, and homeless youth. We partner with thousands of individuals each year to build a solid foundation for young people and their families. With dedicated housing, counseling, skills training, health, prevention, and intervention services we empower resilient young people in establishing promising futures. Thank you for your interest in helping us to achieve our mission to empower and strengthen the lives of children, youth, and families through inclusive programming that builds resilience and fosters growth and independence. Our positive outcomes and legacy of excellence would not be possible without the support of thoughtful community leaders like you. The donation of your time, talents, and energy helps Valley Youth House to expand our reach to more than 37,000 children, youth, and families annually. I am glad that you have chosen to join Valley Youth House and allow us to be the beneficiary of your generosity.

Thank you, sincerely, for your help.

Christina J. Schoemaker
Vice President, Development & Marketing

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For more information about Valley Youth House and our programs, please visit: valleyyouthhouse.org
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**Mentorship**

**Title of Volunteer Position:** Mentor

**Responsibilities:** Volunteers will work with VYH clients on a one-on-one basis to provide guidance on employment, education, and housing goals. Scheduling is flexible, based on the volunteer’s availability.

**Location/Contact:**
- **Lehigh Valley Shelter:** Kim Weiner, kweiner@valleeyouthhouse.org, 610.691.1200
- **Philadelphia Achieving Independence Center:** Caitlin Pratt, cpratt@aicenter.us, 215.574.9194
- **Montgomery County Career Assist Network:** Shawn Mack, smack@valleeyouthhouse.org, 610.272.2946

**Site Support**

**Achieving Independence Center (AIC) Philadelphia**

**Responsibilities:** Volunteers will help with sorting donations and preparing move kits from deliveries and donations for youth transitioning into new housing. Scheduling is flexible, based on volunteer’s availability.

**Contact:** Caitlin Pratt, cpratt@aicenter.us, 215.574.9194

**Camp Fowler**

**Responsibilities:** Volunteers will work on site at Camp Fowler assisting the Camp Director with various maintenance projects, such as painting, installing rubber base molding, cleaning Trexler hall, and raking leaves. Volunteers with higher skill sets are also needed for more advanced projects.

**Contact:** Matt Galle, mgalle@valleeyouthhouse.org, 484.223.0725
  - Lori Hooper, lhooper@valleeyouthhouse.org

**Lehigh & Bucks County Shelters**

**Responsibilities:** Help keep the shelter building a warm, safe and inviting environment. Volunteers will help with tasks like painting, cleaning, decorating, gardening and sorting and organizing donations. Time duration vary based on project. Need monthly volunteers to sort and organize donations.

**Contact:**
- **Bucks County Shelter:** Caitlin Deppeler, cdeppeler@valleeyouthhouse.org, 215.442.9760
- **Lehigh Valley Shelter:** Lorrie Reddy, lreddy@valleeyouthhouse.org, 610.691.1200

**Trauma Focused-Cognitive Behavioral Therapy Program**

**Responsibilities:** Provide assistance with concrete needs and support services to families experiencing trauma; Wellness Activities; and, Office Clerical / Staff Support

**Contact:** Nicolle Graaf, ngraaf@valleeyouthhouse.org, 610.820.0166
Title of Volunteer Position: Outreach Volunteer
Volunteers will work with VYH staff to develop processes for gathering information from program alumni. This information will be used to measure program outcomes. Scheduling is flexible, based on the volunteer's availability.

Program Contact:
Philadelphia Achieving Independence Center (AIC): Caitlin Pratt, cpratt@aicenter.us, 215.574.9194

ALUMNI OUTREACH

APARTMENT SEARCH & SETUP

The Supportive Housing Programs (SHP), Supervised Independent Living (SIL), Maternity Group Home (MGH) and PRIDE programs work to provide housing for youth in need as they transition to independent living. VYH needs volunteer assistance finding and setting up apartments for program participants.

Apartment Searches
- Research available housing units in designated area within requested budget (by VYH/client)
- Contact realtors/landlords inquiring if willing to work with programs, provide details of 4 housing programs
- Notify staff of landlords that could benefit from VYH marketing information
- Create inventory log of housing options, log to be shared with staff

Apartment Setup
Help prepare an apartment for a new program participant by painting, cleaning, setting-up and supplying goods for the apartments.

Duration: As needed based on when apartments become vacant for a new participant.

Program Contacts
Bucks County Supportive Housing Program (SHP)
    Chad Guth, cguth@valleyyouthhouse.org, 215.442.9760
Chester County Supportive Housing Program
    Katherine Van Dolsen, kvandolsen@valleyyouthhouse.org 484.99.8214
Lehigh Valley Supervised Independent Living (SIL)
    Ken Klein, kklein@valleyyouthhouse.org, 610.820.0166
Lehigh Valley Supportive Housing Program (SHP)
    Jackie Gisonti, jgisonti@valleyyouthhouse.org, 610.820.0166
Maternity Group Home (Setup Only)
    Megan Weiant, mweiant@valleyyouthhouse.org, 610.820.0166
PRIDE
    Eran Sargent, esargent@valleyyouthhouse.org, 215.925.3180
    Khari McKie, kmckie@valleyyouthhouse.org, 215.925.3180
**Backpack Challenge**

**Program description:** Volunteers will work with VYH staff and Backpack Challenge committee members to organize and collect school supplies for homeless and foster care youth. Scheduling is flexible, challenge is held in summer and early fall.

**Program Contact:** MaryGrace Joyce, mjoyce@valleeyouthhouse.org, 215.925.3180

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**Career Skills Support**

**Program description:** Volunteer will work with VYH youth on a variety of career skills, including mock interviews and resume support, job shadowing, and job skills presenting.

**Title of Volunteer Position:** Career Mentor
Meet with Career Assist Network (CAN) participant to be interviewed about their career path. Support participant by attending CAN graduation celebration. 2-3 hours of time is needed.

**Duration:** Once a year over a 10 week period. 2-3 hours of time.

**Location/Contact:**
Delaware County: Kimberly Marandola, kmarandola@valleeyouthhouse.org, 484.442.8462

**Title of Volunteer Position:** Job Skills Presenter/Career Presenter

**Responsibilities:** One to two times a year to present on a topic of job skills or present as a professional in a field for Career Day.

**Location/Contact:**
Chester County: Angeliqué S. Israel, 484-999-8214 x 104
Montgomery County: Shawn Mack, smack@valleeyouthhouse.org, 610.272.2946
Philadelphia Achieving Independence Center (AIC): Diamond Poyer, dpoyer@aicenter.us, 215.574.9194

**Title of Volunteer Position:** Mock Interview & Resume Support

**Responsibilities:** Volunteers use a questionnaire to guide the mock interview and provide opportunities for discussion, or aid with resume creation and revision. This helps to prepare the young person for interviews and to learn about additional career fields. Sessions last for approximately one hour and are scheduled based on the volunteer’s availability.

**Location/Contact:**
Chester County AAI: Angeliqué S. Israel, 484-999-8214 x 104
Philadelphia AIC: Diamond Poyer, dpoyer@aicenter.us, 215.574.9194

**Title of Volunteer Position:** Job Shadowing Provider

**Responsibilities:** Provide at least 3 hours of job shadowing for interested youth

**Location/Contact:**
Chester County AAI: Angeliqué S. Israel, 484-999-8214 x 104
Philadelphia AIC: Diamond Poyer, dpoyer@aicenter.us, 215.574.9194
**Childcare**

**Program Description:** The [Maternity Group Home](#) is a program for pregnant and parenting mothers and their children, which focuses on providing community supportive transitional living support, life skills, and parenting/individual therapy. MGH consists of a residential site located in the community. Each youth shares an apartment with their child and another parenting youth. The youth are under the supervision of a live-in Resident Advisor. The MGH program provides individualized instruction in life skills and appropriate child development and parenting. In addition, there is an on-site clinic which provides health education and preventative services for the youth and their children.

**Title of volunteer position:** Babysitter
**Description:** Help with childcare while youth are in parenting groups
**Duration:** Each meeting is one hour long
**Program Contact:** Megan Weiant, mweiant@valleyyouthhouse.org, 610.317.0721

**Guest Speaker/Presenter**

**Guest Speaker / Presenter:** present to youth in groups to teach about a particular life skill or area of interest. Examples include cooking, art, budgeting, relationship skills, problem solving, health education/physical fitness, car maintenance, etiquette & professionalism, etc. We are open to experts in a variety of topics. One hour presentation: one time or ongoing.

**Details & Program Contacts:**

**Bucks Shelter:** Caitlin Deppeler, cdeppeler@valleyyouthhouse.org, 215.442.9760

**Chester SIL:** Katherine Van Dolsen - 484.999.8875

**Chester AAI:** Angeliqué S. Israel, 484-999-8214 x 104

**Delaware SIL:** Kristen Young—Mondays 4 PM - 610.737.9318

**Delaware AAI:** Kimberly Marandola, kmarandola@valleyyouthhouse.org, 484.442.8462 ext. 103

**Lehigh Valley Shelter:** Kim Weiner, kweiner@valleyyouthhouse.org, 610.691.1200

**Montgomery County CAN:** Shawn Mack, smack@valleyyouthhouse.org, 610.272.2946

**Philadelphia Achieving Independence Center (AIC):** Caitlin Pratt, cpratt@aicenter.us, 215.574.9194

**Holiday Gift Drive**

**Description:** Our [Holiday Gift Drive](#) provides hundreds of VYH youth and families with Holiday gifts each December. We are looking for volunteers to help us at our Philadelphia and Lehigh Valley locations to sort, organize, wrap, and distribute the gifts.

**Contact:**

**Lehigh Valley:** Mary Link, mlink@valleyyouthhouse.org, 610.820.0166

**Southeast:** Joseph Lynch, jlynch@valleyyouthhouse.org, 215.925.3180
**Synergy Project**

**Program description:** The Synergy Project, a street outreach program, is designed to help runaway, homeless, nomadic and street youth, age 21 and under. The program offers survival supplies, peer support, informal counseling, information and referral services and assistance to get off the streets, if desired. The Synergy Project also offers mobile drop-in centers for youth to shower, receive a hot meal, and find relief from the outdoors. Street outreach coordinators visit freight train yards, transportation stations, tent-cities and homeless camps offering assistance to the many youth who refuse to go to shelters.

**Responsibilities:** sorting donations (ie: clothes, food, supplies) for the program, helping hand out supplies (on occasion), putting together care packages using supplies

**Contacts:**
Allentown: Michele Albright, malbright@valleyouthhouse.org, 484.866.5556  
Bucks County: Robert Wood, rwood@valleyouthhouse.org, 215.990.3962  
Philadelphia: Libby Mathewson, lmathewson@valleyouthhouse.org, 215.925.3180

**Tutor**

Volunteers will work with VYH clients on a one-on-one basis to provide guidance on homework completion, test prep, and studying. Sessions typically 1-2 hours. Scheduling is flexible, based on the volunteer’s availability.

**Contacts:**
Bucks County Shelter: Caitlin Deppeler, cdeppeler@valleyouthhouse.org, 215.442.9760  
Lehigh Valley Shelter: Kim Weiner, kweiner@valleyouthhouse.org, 610.691.1200  
Philadelphia Achieving Independence Center: Caitlin Pratt, cpratt@aicenter.us, 215.574.9194

**Other Opportunities**

Don’t see what you’re looking for? Many events and opportunities specific to certain programs aren’t listed here—but could certainly use volunteers. These include:
- Cooking Instruction
- Art programs
- Holiday parties
- LGBTQIA Support
- Parenting Support
- Experiential Education

If you are interested in finding out about opportunities at specific programs, please visit our [website](#) to contact representatives for those programs. For general questions or more information, please feel free to contact Emily Conners (econners@valleyouthhouse.org, 610.820.0166) or Shawn Mack (smack@valleyouthhouse.org, 610.272.2946)
The purpose of the Board of Governors is to advise, govern, and assist with the general promotion of Valley Youth House (VYH), so as to support the organization’s mission and needs. Board members serve a term of two years and their responsibilities are as follows:

- Raise awareness of VYH in the community through networking, communications, making warm introductions, and staying alert to potential partnership opportunities
- Assist in securing resources to achieve the organization’s strategic goals
- Make a personal financial commitment
- Volunteer with VYH in an effort to support staff and make meaningful connections with the youth served by VYH
- Support special events by attending, participating, and securing resources
- Assist in identifying, cultivating, soliciting and stewarding donors
- Participate in identifying and recruiting prospective board members

Monthly Board meetings are held the second Thursday from 8:00 AM to 9:00 AM, and Board members are expected to attend at least two thirds of the meetings annually. Committees of the board meet approximately ten times per year, pending their respective work agenda. Attendance is also required at VYH signature events held annually in March and August. Members are also strongly encouraged to attend additional events and activities.

Contact: Joe Lynch, jlynch@valleyyouthhouse.org

The Board of Directors is the governing body of Valley Youth House which provides the organization with regular guidance, direction, and oversight. We aim to serve the community to the greatest extent, so it is important that we have representation from the community in our decision making processes. The Board of Directors represents the public’s best interest and are required to

- Determine the organization’s mission, strategies, resource allocation, and policies.
- Assist in securing resources to achieve the organization’s strategic objectives.
- Assure the organization is operated in a fiscally responsible and programmatically relevant manner.

Becoming a member of the Board of Directors is a serious commitment. Members are required to attend a minimum of two thirds of Board meetings, which occur the third Thursday of every other month at 8:00AM from September through May. Board members also generally serve on one or more committees. Committee meetings are generally held monthly and last for an hour or an hour and a half.  

Continued on page 12
There are opportunities for youth to serve on the board as well, so that the population that we aim to help has a voice in our organization. In order to be eligible, the individual must be:
1. A current or former recipient of Valley Youth House, or a similar organizations, services
2. Between 16 and 24 years of age
3. Willing to commit to a two year term of service
4. Willing to learn agency and Board organizational and operating structure and to adhere to Board norms.

Contact:
Christina J. Schoemaker, MBA  Vice President, Development & Marketing NE
cschoemaker@valleeyouthhouse.org, 610.820.0166
Emily Conners  Development Officer
econners@valleeyouthhouse.org, 610.820.0166
Mary Link  Development Assistant
mlink@valleeyouthhouse.org, 610.820.0166

Committees

Backpack Challenge Committee Member
Volunteers will assist with the planning of VYH’s annual Backpack Challenge collection drive, held in August. Members will attend committee meetings (held monthly, on average, based on event timeline) and provide support and expertise as needed. Members are also required to attend and assist with staffing at the event. Prior experience working with events is preferred.

Casino Night Committee Member
Volunteers will assist with the planning of VYH’s annual Always Bet on Youth Casino Night, held in the spring. Members will attend committee meetings (held monthly, on average, based on event timeline) and provide support and expertise as needed. Members are also required to attend and assist with staffing at the event. Prior experience working with events is preferred.

Marketing Committee Member
Volunteers will assist with marketing, public relations and communications for VYH. Members will attend monthly committee meetings and provide support and expertise as needed. Prior experience with one or more aspects of marketing is preferred.

Contact:
Joe Lynch  Vice President, Development & Marketing SE
jlynch@valleeyouthhouse.org, 215-925-3180
# VALLEY YOUTH HOUSE VOLUNTEER APPLICATION

## Personal Information

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<tr>
<th>Name:</th>
<th>Date of birth:</th>
<th>Home phone:</th>
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**Preferred Time of Contact:** Morning, Afternoon, Evening  
(Circle all that apply)  
**Method:** Email, Cell

## Employment Information

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<th>Current employer:</th>
<th>Supervisor Name:</th>
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**Please list your last three employers:**

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## ADDITIONAL INFORMATION

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<th>How did you hear about VYH?</th>
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<th>What do you hope to gain from volunteering with VYH?</th>
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<th>What volunteer opportunity would you like to participate in?</th>
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</table>
**REFERENCES**

**REFERENCE 1**

Name:  
Address:  
City:  
State:  
ZIP:  
Relationship:  
Email:  
Phone:  

**REFERENCE 2**

Name:  
Address:  
City:  
State:  
ZIP:  
Relationship:  
Email:  
Phone:  

**Do you have previous volunteer experience?**  
If yes, please list below:  

<table>
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<tr>
<th>Organization</th>
<th>Dates of Commitment</th>
<th>Volunteer Activity</th>
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<td>2.</td>
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<td>3.</td>
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**AVAILABILITY**

Please indicate your availability to volunteer:

**EMERGENCY CONTACT**

Name:  
Relationship:  
Cell Phone:  
Work Phone:  

**Volunteer Agreement**

Signature of applicant:  
Date:  
Volunteer Agreement

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither party intends for any employment relationship to be created either now or at any time in the future.

You are a volunteer

Your role at VYH is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of VYH and you are not entitled to a salary or any other entitlements associated with employment.

What you can expect when volunteering at VYH

VYH values its volunteers, and will endeavour to provide you with:

- a written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- a full induction, orientation and any training necessary for the volunteer role
- a safe and healthy environment in which to perform your role
- a supervisor, so that you have the opportunity to ask questions and receive feedback
- insurance to cover you for the volunteer duties you are authorized to perform

What VYH asks of its volunteers

We ask that you:

- support VYH aims and objectives
- participate in all relevant induction and training programs
- operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organization’s policies and procedures
- notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents
- behave appropriately and courteously to the staff, youth, and members of the community with whom you interact in the course of your role
- use any property or equipment given to you in your role only for purpose of the job and return it to the organization when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours or role) to VYH-GP at any time
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive
Information we require before you can start in volunteer role

Before you can commence the volunteer role, we need the following clearances and trainings to be completed:

<table>
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<tr>
<th>TYPICAL INVOLVEMENT</th>
<th>TYPE OF CLIENT CONTACT</th>
<th>EXAMPLE</th>
<th>LOCATION OF CLIENT CONTACT</th>
<th>CLEARANCES REQUIRED</th>
<th>TRAINING REQUIRED</th>
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<td>Special Event</td>
<td>One time,</td>
<td>Casino Night Volunteer</td>
<td>On site or community</td>
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<td>O, VC</td>
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<tr>
<td>Participant</td>
<td></td>
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<td>One time presenter</td>
<td>One time,</td>
<td>Career Awareness</td>
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<td>Multiple times, staff</td>
<td>Mock Interviewer</td>
<td>On site or community</td>
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<td>Schoolyard Ventures at the AIC</td>
<td>On site or community</td>
<td>CA, CR, FBI</td>
<td>O, VC, B, M</td>
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<td>Intern</td>
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<td>CA, CR</td>
<td>Program specific, as required by regulations</td>
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<td>One-on-one,</td>
<td>Temple University Tutors</td>
<td>On site</td>
<td>CA, CR, FBI</td>
<td>O, VC, B, M, IT</td>
</tr>
<tr>
<td></td>
<td>not staff supervised</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing Volunteer</td>
<td>Assists with or hosts events and activities</td>
<td>Board of Governors Member</td>
<td>On site and community</td>
<td>CA, CR, FBI</td>
<td>O, VC, B, M</td>
</tr>
</tbody>
</table>

Clearances Key:
CA = Child Abuse History
CR = Criminal History
FBI = FBI History

Training Key:
O = Brief site/program orientation
VC = Volunteer-client relationships statement
IT = Agency IT use
B = Abbreviated boundaries training
M = Abbreviated mandated reporter training
C = Agency core competency training
R = 3800 residential training

**Child Abuse History:** [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)

**Criminal History:** [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)

**FBI Background Check:** [https://www.pa.cogentid.com/index_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
Volunteer Client Relationships

Volunteers must refrain from establishing or engaging in social (other than mentors) or sexual contacts or relationships with current or former clients of the agency. Volunteer relationships with present or former clients are limited to those prescribed in the volunteer agreement, and contact with these clients is limited to Valley Youth House sites and other locations to which they must go in order to complete their volunteer activity or event.

Volunteers may not use their knowledge or prior relationship with a client to further personal, religious, political or economic interests (as identified in the agency’s Code of Ethics).

Volunteers will not administer physical punishment or be physically aggressive to any client. Ethical, regulatory or criminal non-compliance with this policy is grounds for termination of the volunteer’s relationship with the agency and referral to law enforcement and/or child welfare authorities if criminal and/or child abuse is suspected.

Please sign to acknowledge that you have read and understand this document.

Volunteer Name: _____________________________________________________________

Volunteer Signature:  _________________________________________________________

Date:  _________________________

VYH Staff Name: __________________________________________________________

VYH Staff Signature: _______________________________________________________

Date: _________________________