



PARENTS, Inc. Volunteer Program Overview

PARENTS, Inc. is a 501(c)(3), non-profit organization, whose mission is to strengthen families by providing non-discriminatory, non-judgmental parenting education and support services in the prevention and treatment of child abuse and neglect. Our vision is that every child grow up in a safe and nurturing environment.

The PARENTS, Inc. volunteer program, currently operated on Oahu and in East Hawai'i, empowers volunteers to become more involved with the community and to become an integral part of the prevention of child abuse & neglect. PARENTS, Inc. volunteers support the organization through sharing information at community events, partnering with community resources to improve local service systems, assistance with fundraising, fund development and by working with office staff to improve the office organization and environment. There may also be other volunteer opportunities not listed.

Volunteers may partner with PARENTS, Inc. on a long-term or short-term basis and while volunteering, will work primarily under the guidance and supervision of the staff member normally in charge of that task. PARENTS, Inc. will identify and match volunteers with opportunities most suited to their interests and abilities. Factors that may contribute to volunteer assignments include: experiences, needs, strengths, geography, culture, and others.

Practicum Students:

Practicum Students may work with our organization under a variety of different practicum supervisors for both their Bachelor's and Master's degrees. These may include, but are not limited to:

- Social Work (BSW or MSW)
- Marriage and Family Therapy
- Masters of Counseling Psychology
- Psychology (BA)

Practicum students will be trained to do direct service work with clients in each of our different programs, and will be supervised according to the requirements of their university.

Universities currently working with PARENTS, Inc. include:

- University of Hawaii at Manoa
- University of Hawaii at Hilo

If your university is not included in this list, please contact the PARENTS, Inc. Program Director on your island to discuss adding your institution.

Clerical/Office Volunteers:

Volunteers will work with office staff to improve the office organization and environment through various clerical duties. These duties may include: filing, copying, sorting documents, checking documents, office organization, etc.

High School/College Students:

We work with many students in high schools and colleges who are interested in completing service projects required by their coursework. Students are provided with hands-on experience to enhance their educational goals, references for professional development and are given an opportunity to better their community through the prevention of child abuse and neglect.

PARENTS, Inc. Volunteer Program & Volunteers Will:

- Not replace paid personnel in the delivery of agency services
- Be defined in the structure of the organization
- Be integrated with agency personnel and treated as part of the team
- Have opportunities to use their individual strengths and personal styles to benefit PARENTS, Inc.
- Be supported and valued in their volunteer role
- Be supported to develop and build on their existing skills and knowledge while receiving high quality information, training, support and technical assistance from the agency

Volunteer Recruitment

- PARENTS, Inc. recruits volunteers from a diverse range of backgrounds that reflect the makeup of the local community
- Volunteer candidates interview with the Program Director and complete the agency volunteer application packet, including confidentiality form
- The Program Director will screen volunteer candidates, with assistance from other staff as needed, determine start dates, and assign volunteers to available volunteer opportunities
- Each volunteer candidate may be asked for references

Introduction, Orientation & Training

- Each PARENTS, Inc. volunteer will serve on a trial basis of three months to ensure that both PARENTS, Inc., and the volunteer, are satisfied with the volunteer's ability to contribute to the purpose of the agency
- Each PARENTS, Inc. volunteer receives information about agency safety protocols and equal opportunities
- PARENTS, Inc. volunteers may have a job description, which details expectations and how they may support the agency. Your volunteer service is not a contract and may be discontinued by either party at any time, for any reason.

Supervision & Support

- Volunteers will work primarily under the guidance and supervision of the staff member normally in charge of that task. This staff member will supervise, support and serve as the volunteer's primary point of contact with PARENTS, Inc.
- PARENTS, Inc. volunteers meet with their assigned staff supervisor monthly to review their role and volunteer activities
- Volunteers are invited to appropriate team meetings with agency personnel, as necessary, where they may meet other volunteers and staff, receive support and share ideas.
- The volunteer's staff supervisor can be contacted during regular working hours for support. The Program Director can be contacted during regular working hours for support, and after hours in emergencies. Specific working hours and contact information for the Program Director, and other key staff, will be provided to each volunteer when they begin their volunteer work
- Volunteers will receive any and all training necessary to perform their duties

Volunteer Expenses

- PARENTS, Inc. volunteers will incur no expenses that shall be reimbursed by the agency without pre-approval by the Program Director

Problem-Solving

- PARENTS, Inc. staff will work with volunteers to solve any identified problems or concerns at the earliest possible opportunity
- The Program Director must be informed of any problems or concerns experienced by volunteers

Agency Confidentiality

- PARENTS, Inc. volunteers are bound by the same requirements for confidentiality as paid personnel and will sign the confidentiality form, which will be maintained in their volunteer personnel file