



VOLUNTEER HANDBOOK

MISSION & HISTORY

Pro Deo Youth Center (Pro Deo) was formed because of the keen observations and caring hearts of a law enforcement officer and his wife. They noticed a strong need in the community - teens didn't have a safe place to hang out after school or in the summer. It is the mission of Pro Deo to build relationships to empower vulnerable teens in a safe and inclusive environment. Pro Deo is free of charge and reaches high-need, underserved teenagers. Pro Deo is unique in that the teens are provided the resources they need to get help for not only academic success, but mental health issues such as stress, depression and anxiety. Our teen center has a partnership with ReDiscover Behavioral Health agency which contributes through an in-kind youth mental health coordinator. Partnerships in the community are what set Pro Deo Youth Center apart from others.

PRO DEO STAFF

Elaine Metcalf

Executive Director - elaine@prodeoyouthcenter.org
816-226-6807 ext 101

Melissa Ward:

Administrative Director - melissa@prodeoyouthcenter.org
816-226-6806 ext 102

Mindi Jones:

Program Team Lead - mindie@prodeoyouthcenter.org
816-226-6806 ext. 105

Bethany Kosovich:

Site Coordinator - bethany@prodeoyouthcenter.org
816-226-6806 ext 106

Monique Sheen:

Program Assistant - monquie@prodeoyouthcenter.org

Vanessa Hickman

Community Relations Manager - vanessa.hickman@rediscovermh.org
816-588-5218

PROGRAMS

After School Program

Our after school program runs Monday and Wednesday during the school year from 2:30-5 pm. We offer classes and small groups in several areas: expressive arts, mind and body, future success, and life skills. We also have counselors that run small groups and facilitate one-on-one sessions. Tuesday and Thursdays from 2:30-5pm we offer a quiet space for homework and free tutoring.

Family Dinner Nights

Every Friday during the school year, we offer dinner to our teens. They can eat, play games, and go on fun outings as a large group.

Summer Lunch Program

Lunch is provided on Mondays and Wednesdays by volunteers from the community.

Summer Program

Summer hours are Monday and Wednesdays from 12 - 3 with lunch included. The evening meal and activity will vary from Thursday nights or Friday nights. A summer calendar will be created to keep volunteers informed of the schedule.

CODE OF CONDUCT

One of Pro Deo's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Pro Deo activities fun. In order to ensure the health, safety and welfare of Pro Deo clients, Pro deo aims to instill the values of **respect, responsibility, and participation**.

VOLUNTEER PROGRAM OUTLINE

Volunteers can apply online at www.prodeoyouthcenter.org. Staff will then look over applications, follow up with a get to know you session, and work with the potential volunteer to find the perfect place for them to serve within our program. In order to begin volunteering, the individual must fill out an application form, complete a background check, and meet with a staff member about their placement and schedule.

VOLUNTEER OPPORTUNITIES

Program Volunteers (semester commitment recommended)

Every day after school, Pro Deo Youth Center provides after school programs and tutoring. Our goal is to give all Lee's Summit teens a safe place to go where they can be loved, valued, and equipped for change. Program volunteers serve after school by leading workout classes, teaching life skills, contributing to small groups, doing art projects, and by being a consistent loving adult in the teens' lives. If there is a healthy living or lifestyle skill you'd like to share with our teens please contact staff with your ideas.

Requirements: at least 21 years old, volunteer application submitted, background check completed

One Time Presenter/Activity Leaders

Volunteers who have a special talent or skill that they would like to share, teach, or lead activities as a one time visit. Presenters are asked to prepare a 30-45 minute interactive or hands-on activity that is appropriate for high school age students. Depending upon the number of students participating, the presenter may be asked to do the activity twice. For example, the first group of students would be with the presenter from 3 to 3:50. Then, the activity could be repeated with a different group of students from 4 to 4:45 p.m if desired. This would ensure smaller group sizes.

A Pro Deo staff person will always be present when the activity leader is with the students.

Extra Hands

Individuals who serve in the role of Extra Hands generally are not here to lead an activity rather they are here to assist staff by being an extra set of hands, ears and eyes. You may assist in group activities if needed, but you will also be there to build relationships while having conversations with teens. If you see or hear something going on with the teens, report those instances to staff. We appreciate Extra Hand volunteers who are willing to volunteer on a regular basis, whether it is once a week, twice a month or whatever works best for your schedule.

Drivers (semester commitment recommended)

We are always looking for more volunteers to help us transport teens. Transportation is always one of the biggest barriers that keeps teens from being able to attend Pro Deo Youth Center and we would like to reduce that barrier as much as possible. After School drivers will arrive at Pro Deo Youth Center at 2pm, drive one of our 15 passenger vans to the designated local high school and bring those teens back to Pro Deo. Being a regular driver is a great way to build relationships with teens by greeting teens with a smile and offering an encouraging word as they load up in the van.

Tutors (semester commitment recommended)

Skilled tutors are what makes our Tuesday/Thursday Homework Room possible. This volunteer position will work one on one with a teen or assist a small group of teens if they are working on the same project. See section under Operational Policies specific to tutoring.

Corporate, Church, or Group Volunteers

Groups can volunteer in two ways: teen interactions or one-day/short term projects. Teen interactions include anything from providing Friday night dinners, sponsoring a fun evening outing, planning a holiday party, or even just organizing games or activities for our teens to do during after school programming. One day projects can include facility projects such as cleaning, outdoor work, organizing the supply closet or any other project suggested by a staff member.

OPERATIONAL POLICIES

Absence

If you are going to be late or absent for your scheduled time slot, please contact the Program Director or Site Coordinator.

Volunteer Discharge

A volunteer may be discharged from service at Pro Deo at the discretion of staff. Discharge can be decided for any reason including criminal action, disrespect of clients or staff, or misconduct regarding any Pro Deo policies.

Confidentiality

Volunteers must maintain the confidentiality of all fellow volunteers, teens, staff, and donors whom you may have personal and identifying information.

Gifts/Donations

Direct all donations and gifts to individuals and families through Pro Deo staff to ensure the privacy of the teens and families served.

Parent/Guardian Contact

Direct all parent contact to a Pro Deo staff member.

Correcting Behavior

Because we are working with youth, there will be times when they will need correction. It is very important that you handle every situation with love. All corrections that you need to give should always be done to build, not break your relationship with them.

- o Encourage, correct, encourage. Before bringing up what they did wrong, point out something they have done right first, then correct. After correcting, build them up again.
- o Establish relationships with youth. Rules without relationships equal rebellion.
- o If you do not feel comfortable correcting behaviors, please do not hesitate to bring in a staff member. All corrections done should also be communicated the same day to a staff member so we can keep notes.

Transportation

All volunteer drivers fall under Pro Deo's auto insurance policies for coverage should an accident occur.

All three Pro Deo 15-passenger vans are fully insured. Current insurance cards are located inside the glove box.

Do not transport kids in personal vehicles.

Pro Deo Youth Center has the right to run Motor Vehicle Records on any volunteer transporting teens

All volunteers and students must be properly buckled while in the vehicle.

Tutoring Policies and Beliefs

Adequate Numbers of Trained Staff and Volunteers. Pro Deo staff and volunteer tutors are not typically certified educators. Although some may meet this standard it is not typical nor required. Staff and volunteer tutors are trained to ask the students each day they enter Pro Deo for tutoring a couple of simple questions that sets the stage for tutoring. "What are you needing help with today?" "Do you just need quiet time to study?" The Pro Deo teens quickly learn that if they speak up and ask for help, the time at tutoring will be productive. If they don't ask for help, sometimes the teen leaves Pro Deo still needing to do homework. Pro Deo calls our method a proactive approach when it comes to tutoring.

Proactive Approach Defined. Being proactive instead of reactive when it comes to tutoring for Pro Deo teens is crucial for their academic success. When a Pro Deo teen receives proactive tutoring, it sends a positive message that their education is a priority. It helps build their confidence by providing personalized attention and support tailored to their needs. As a result, the staff and tutors believe they feel motivated to learn, engage actively in their studies, and develop a positive attitude towards education.

Low Staff/Student Ratios. One aspect to approach the problem of academic difficulties is to maintain a low staff to student ratio. Typically Pro Deo keeps a ratio of 1 adult to every 8 students.

Effective Communication. Pro Deo does not have access to students' grades; therefore, it is important that the teen be willing to share the information about missing assignments, upcoming tests/quizzes, etc. with the tutor. Pro Deo staff or tutors will never access a student's grades—only the student can do that. It is truly up to the students to communicate what they need for help.

Solid Parent/Family Feedback. The parent/guardian is an important component in surrounding the student with the help they need for academic success. For example, parents can talk with the teen about asking for help. Pro Deo refers to this model as "advocating for themselves to receive the help they deserve". We believe that empowering the teens to speak up and ask for assistance is a life skill.

Health & Safety

Pro Deo carries liability insurance for all staff, students and volunteers.

Volunteers injured at Pro Deo must notify staff as soon as possible.

If a student is injured, notify staff as soon as possible.

Smoking, vaping and/or consuming alcoholic beverages or drugs is not allowed on the premises or during any Pro Deo activities at any time.

Pro Deo Youth Center staff or volunteers are NOT allowed, by policy, to dispense, store and/ or oversee medication of any kind, including all non-prescription medications. Staff and volunteers are only permitted to give teens band aids and/ or ice bags.

Volunteer and Youth Relationships

Contact between volunteers and teens outside of Pro Deo sanctioned activities is prohibited unless pre-approved by a Pro Deo staff member, for the protection of Pro Deo, the volunteer, and our clients.

One-on-one interactions with a teen should always occur in a public place, never alone in a car or a private place unless you are a licensed counselor.

Mandatory Reporting

Pro Deo is a mandatory reporting agency. What is a mandated Reporter? Members of certain occupational groups, such as teachers, social workers, and physicians are mandated by law to make reports to the hotline and are considered mandated reporters.

Missouri Reporting Requirements. When any individual has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report. Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof. The term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.

Sexual Harassment, Abuse, or Misconduct

All suspicions of child or sexual abuse must be reported to Pro Deo staff.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. All sexual harassment concerns involving volunteers or students must be reported and documented immediately. Pro Deo will take action in investigation, reporting, due process, and take action to seek justice.

If you know about any sexual misconduct involving a Pro Deo teen or Pro Deo volunteer, please notify Pro Deo staff immediately.

Bullying

Bullying and Cyberbullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the Pro Deo.

If you know about any bullying involving a Pro Deo teen or Pro Deo volunteer, please notify Pro Deo staff immediately.

Public Relations

Please refrain from talking with the media about Pro Deo Youth Center. Refer all media personnel to Pro Deo staff.

ACTIVITY/PRESENTER SUGGESTIONS

Class	Program
Photography	Expressive Arts
Creative Writing	Expressive Arts
Crochet/Knitting	Expressive Arts
Nail Design	Expressive Arts
Chalk Art	Expressive Arts
Origami	Expressive Arts
Art Room Free Time	Expressive Arts
Screen Printing	Expressive Arts
Jewelry Making	Expressive Arts
Slam Poetry	Expressive Arts
Graphic Design	Expressive Arts
Painting	Expressive Arts
Pottery	Expressive Arts
Music classes-guitar, keyboard, singing, etc.	Expressive Arts
Music Therapy	Expressive Arts
Improv	Expressive Arts
Tie-dye	Expressive Arts
Zentangle https://zentangle.com/	Expressive Arts
Sign Language	Expressive Arts
Leather working	Expressive Arts
Woodworking	Expressive Arts
Candle Making	Expressive Arts
Cake Decorating/baking	Expressive Arts
Dance	Expressive Arts
Flower Arranging	Expressive Arts
Sewing	Life Skills
Cook your own meal	Life Skills
meal planning for a week	Life Skills
Money - financial decision making	Life Skills
Laundry	Life Skills
Personal Well Being	Life Skills
Time Management	Life Skills
Driver's Ed	Life Skills
Space Organization	Life Skills
team building	Life Skills
anger management	Life Skills
goal setting for grades/academic success	Life Skills
Car maintenance / repair (tires, oil, gas, etc)	Life Skills
Simple construction / Home repair / Tool safety	Life Skills

Finances (credit / loan education)	Life Skills
Healthy relationships (dating, friends, or family)	Life Skills
Basic survival skills / Outdoor skills	Life Skills
Manners and etiquette	Life Skills
Self defense and safety	Life Skills
First Aid/CPR	Life Skills
Gardening	Life Skills
Archery	Life Skills
Zumba	Mind/Body
Bootcamp	Mind/Body
Nutrition	Mind/Body
Conflict Resolution	Mind/Body
Dealing with Depression	Mind/Body
Meditation	Mind/Body
Journaling	Mind/Body
Self esteem boosters	Mind/Body
Body Image	Mind/Body
Yoga	Mind/Body
Stress Relief	Mind/Body
Skateboarding	Mind/Body
Swimming (lessons or water activities)	Mind/Body
Hiking (nature walks)	Mind/Body
Fun Walking Games https://www.wackywalks.com/	Mind/Body
Obstacle Courses	Mind/Body
medical careers exploration	STEM/Future Success
Movie Making/animation/coding for computer gaming	STEM/Future Success
CSI (crime science investigation)	STEM/Future Success
Robotics	STEM/Future Success
manufacturing	STEM/Future Success
science experiments for career exploration	STEM/Future Success
math through sports stats	STEM/Future Success
goal setting for college or career choice	STEM/Future Success
Job Prep like food handlers licensure training	STEM/Future Success
Writing a college essay	STEM/Future Success
Personality/Career/Skills Assessment	STEM/Future Success
ACT Prep	STEM/Future Success
Technology, like coding or security	STEM/Future Success
Study Skills	STEM/Future Success
Job searching / Resume building / Interview prep	STEM/Future Success
Woodworking	STEM/Future Success