

Kildaire Programming Team Volunteer Information



Kildaire Programming Volunteer Teams:

Life Skills Team, Lunch & Snack Team & Transportation Team

CORRAL Riding Academy

Kildaire Farm Campus
3620 Kildaire Farm Rd
Cary, NC, 27518

Kildaire Life Skills Team

Kildaire Vegetable Garden Team Job Description

CORRAL Garden Team is an essential part of our beautification program on Kildaire Farm Rd. Horse farms require a large financial responsibility. The CORRAL Garden Committee helps lighten this financial responsibility by completing projects creatively and as a team of volunteers. This allows for more of CORRAL's budget to go towards providing the best services we can offer to the program's participants.

Qualifications

- Must be 18 years of age or older or volunteer alongside a parent/guardian if under 18.
- Have the desire to help CORRAL with vegetable gardens.
- Willingness to take initiative in the care of CORRAL properties and facilities

Volunteer Role Responsibilities

This role can look different for each volunteer. Below are 2 major ways that volunteers participate in this role.

- Attend CORRAL Facilities group workdays on the second Saturday of each month from September to June from 9-12.
 - Volunteers meet for an average of 3 hours each month to complete projects as a group.
 - Includes a rotating shift every two weeks, or as necessary, to deweed and other upkeep.
- Individual projects during the week
 - Help with the running list of small projects in the garden.
 - Picking up supplies/project materials off-site when needed.
 - Connect with Ken Trnka, our lead gardner, via email at kentrnka@gmail.com with questions of specific gardening needs

Print Name

Signature

Date

Vocational Leader Volunteer Policy and Procedure

WILL NEED TO COMPLETE THE FORM AT END OF PACKET

Qualifications

- Previous experience with at youth from high-risk backgrounds
- Must be 18 years of age or older

Training

- CORRAL 101: Girls (a recorded virtual training that will acclimate you with our girls and our program)

Commitment

- At least 1 Saturday session for one hour per academic school year
- Slots available on 4th Saturdays from 3:30 - 4:30 pm

Volunteer Role Responsibilities:

- Lead groups of Riding Academy participants in educational activities that will promote opportunities to learn life skills
- Provide all necessary materials for the activities
- Consult with the Program Director to ensure the activity is missionally aligned and supports the skills needed for our girls to gain access to a bright future

Policies

- Use the CORRAL behavior management system to manage participant behavior & be patient but firm with participants.
- Always keep a positive attitude. Try to reinforce good behaviors. Utilize CORRAL points sheet with support of CORRAL staff.
- Have high expectations for achievement and keep sessions rigorous.
- Please clean up after sessions.
- Report any participant related progress or problems to the Program Director before leaving your shift.
- If you have information on child abuse/neglect, you are required to report it or if there are reports of self-harm. Tell a staff member immediately.

I understand, have read and will observe the Vocational Leader Policies and Procedures of the CORRAL Riding Academy

Date____/____/____ Signature_____

Kildaire Lunch & Snack Team Job Description

CORRAL Lunch & Snack Team is an essential part of providing our girls with nutritious food during programming hours to help fuel their brain! The CORRAL Lunch & Snack Team helps lighten this financial responsibility by providing weekly snacks and lunch for participants. This allows for more of CORRAL's budget to go towards providing the best services we can offer to the program's participants.

Qualifications

- Must be 18 years of age or older or volunteer alongside a parent/guardian if under 18.

Volunteer Role Responsibilities

This role can look different for each volunteer. Below are 3 major ways that volunteers can participate:

- Provide a healthy lunch at least once per quarter for Riding Academy on Saturday by 11am.
- Provide healthy snacks at least once per quarter for Riding Academy by Tuesday at 3pm.
- Provide healthy snacks at least once per quarter for Join The Herd on Mondays or Fridays by 3pm.
- All items are to be dropped off at the Program Barn Office.

Ideas for Snack	Ideas for Lunch
Fruits (fresh, dried, canned, applesauce)	Items to make sandwiches/wraps
Cut vegetables (carrots, cherry tomatoes, celery, cucumbers)	Pasta dishes (spaghetti, lasagna)
Veggie chips	Pizza
Chips & Salsa or Chips & Hummus	Tex-Mex
Oatmeal, whole grain cereal, granola	Salad Mixes
Nuts and seeds, Trail mix, Nut Butters	Rice Dishes
Lunch Meats	Baked chicken, pork tenderloins, hamburgers

Print Name

Signature

Date

Kildaire Transportation Job Description

****WILL NEED TO COMPLETE FORM AT END OF PACKET****

Purpose: *The objective of this role is to provide transportation to participants to our Join the Herd and Riding Academy programs.*

Policy:

- I. Transportation Volunteers must meet all qualifications and training requirements
 - A. Qualifications
 1. Must be 18 years of age or older
 2. Must have a valid driver's license, car insurance, clean drug screen, and driving record on file
 3. Ability to be flexible and have good communication skills
 - B. Training Requirements
 1. Must meet individually for a training/informational session with the Referral Coordinator
 2. Must be able to commit to either a 12 week session if driving for Join the Herd or a "semester" (Fall or Spring) for Riding Academy

Procedure:

- I. Inform the Referral Coordinator of your availability to drive
- II. The Referral Coordinator will create the routes and send you the route and necessary information for the day
- III. Important Points:
 - A. Do not leave personal belongings unattended with a CORRAL girl in the car. Never leave a CORRAL girl alone in the car with the car running.
 - B. A firearm is not permitted to be in the car
 - C. Only yourself and participants may be in the car. No family members, kids, etc unless first approved by the Referral Coordinator
 - D. Always keep the girl's emergency contact information printed out in your car.
 - E. If a girl overshares any personal information, you may politely listen and thank them for sharing--if you feel they are crossing boundaries it is okay to tell them "Thank you for sharing, but that sounds like something you may want to talk to a staff member about when we get to CORRAL."
 - F. If a girl tells you anything serious that you feel may need to be communicated to staff, please inform the Referral Coordinator.
 - G. If there is any emergency call the Referral Coordinator. If it is a medical or vehicle emergency please call 911 and then call the Referral Coordinator. The Referral Coordinator will get in touch with the parents, however if for some reason you cannot get in touch with the coordinator, please call the emergency contact for the girl.
- IV. Picking up participant(s)
 - A. Drive to the address and knock on the participant's door-never leave a CORRAL participant in the car with the car running even if you are picking up another girl
 - B. If the participant does not answer the door, knock loudly and multiple times
 - C. If the participant still does not answer, call the emergency contact that will be listed on the route to see if you can find out where the participant is
 - D. If you still cannot locate the participant or if you have questions please call the Referral Coordinator: 919-694-3896

- E. Once the participant is in the car, please ensure that they are buckled. Drive them straight to CORRAL or to another participant's house for pick up (if you are picking up more than one child). Girls are not allowed out of the car at any stops once they are in the car.
- V. Dropping the girl off
 - A. Pick the girl or girls up from CORRAL at the time indicated on the route you have received and drive them home in order on the route
 - B. Do not make any additional stops-if a participant wants to stop somewhere or asks to be dropped off elsewhere you must call the Referral Coordinator before you change the route
- VI. Volunteer Opportunity Availability
 - A. Neuse River: Monday-Thursday afternoons and evenings
 - B. Kildaire: Monday-Thursday mornings, afternoons, and evenings

Thank you for committing to drive our participants! Please sign below as acknowledgment of the expectations and responsibilities of the Transportation Volunteer role.

Signature: _____ Print Name: _____ Date: _____

ONLY NEED TO COMPLETE THESE FORMS IF YOU ARE GOING TO BE A VOCATIONAL LEADER OR ON THE TRANSPORTATION TEAM



VOLUNTEER with the Girls

Name: _____

Have you been charged with a felony or misdemeanor? YES NO

If yes, please explain: _____

Have you ever been charged with child abuse or sexual abuse? YES NO

Do you have any medical limitations, physical disabilities or allergies? YES NO

If yes, please explain: _____

I understand that The CORRAL Riding Academy may conduct a criminal records check to verify my suitability for volunteer responsibilities. If The CORRAL Riding Academy engages a report on my personal history, I authorize it to do so. If a report is obtained, I understand that upon my written request, the name of the agency will be provided to me, and that I may obtain information regarding the nature and substance of the information contained in the report.

I consent to a Criminal Background Check.

Date ____/____/____ Signature _____

REFERENCES

Please list 4 references (1 relative & 3 personal references) you have known for at least 1 year which pertain to your desired involvement with CORRAL.

Reference #1

Name _____

Email _____

Phone (_____) _____ - _____

Relationship _____

Reference #2

Name _____

Email _____

Phone (_____) _____ - _____

Relationship _____

Reference #3

Name _____

Email _____

Phone (_____) _____ - _____

Relationship _____

Reference #4

Name _____

Email _____

Phone (_____) _____ - _____

Relationship _____