

What Kind of Volunteer Opportunities Does Oak Hill have to offer?

There are four main types of volunteer opportunities offered by Oak Hill. These include:

I. Corporate-sponsored or Local Business Volunteering

This type of volunteering is coordinated through the Development Department and the participating organizations. These projects usually contain some kind of physical work or site improvement component, are one or two day in length, and do not involve direct volunteering with program participants or students.

II. Administrative

Administrative volunteers work on a variety of projects for different departments. Such projects can include general office administration, research projects, graphic design projects, social media and outreach, among others. While volunteers may come in contact with or visit program sites, the volunteer work does not focus on direct participant contact. The departments that may have opportunities for such volunteers are: Main Campus Administration, Community Programs Administration, Oak Hill Centers Administration, and Oak Hill School Administration.

III. Participant or Student-centered

Some volunteers choose to volunteer directly with the participants and students that Oak Hill serves. These can be one time only or ongoing volunteer commitments, and often involve volunteers using the unique skills they possess to interact in meaningful ways with participants. Departments with such volunteer opportunities include Community Programs, Oak Hill School, and Oak Hill Centers.

Community Programs

Some volunteer opportunities include playing music in a group home, leading an arts and crafts activity, or attending social club and socializing with participants. Different departments and program types will have a wide array of opportunities for such volunteers depending on the volunteer's schedule, the program's schedule, the area the volunteer is willing to travel to, and the particular needs of the program participants.

Oak Hill School

Volunteer opportunities with students in the classrooms is generally limited, but as Oak Hill School hosts many events and hosts special programming that volunteers may be able to assist in. These can include dances, art shows, and community events, and more.

Oak Hill Centers

Oak Hill Center programs that offer direct-participant volunteering include adaptive sports and fitness, veterans' programming, and the summer camps.

IV. Brief Volunteer Events

Most volunteers at Oak Hill volunteer on a single time basis, or for a single event, that does not involve active engagement with participants. These events usually center around some type of physical activity and occur at the Oak Hill Centers' Camp Harkness or Camp Hemlocks, or in other programs as coordinated by the Oak Hill Operations department. Such activities can include outdoor maintenance, construction projects, gardening, etc. Other events can include Oak Hill-sponsored events and fundraisers that do not require ongoing volunteers.

What can I expect of Oak Hill, and what can Oak Hill expect of me as a volunteer?

The following are general standards to which Oak Hill holds itself and all volunteers.

I. Discrimination

Oak Hill does not discriminate based on race, color, gender, sexual orientation, national origin, age, disability, religion, and/or familial status. This applies to its employees, the services it provides and the relationship with its volunteers. Oak Hill prohibits any actions, words, jokes, or comments based on an individual's race, gender,

sexual preference, ethnic background, age, religion, physical condition, disability, or other legally protected characteristic.

II. Sexual Harassment

Oak Hill is firmly committed to providing individuals with a safe, productive, and enjoyable environment and experience while volunteering at Oak Hill. Volunteers who believe they have been harassed must immediately report the matter to the individual supervising their volunteer work, to Human Resources, or to the Chief Operating Officer of Oak Hill. Oak Hill will not tolerate any form of sexual harassment among its employees and volunteers.

III. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary and/or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer or other person, or overall program business. Volunteers may not post anything on social media or other publications that contains photographs or personally identifying information of Oak Hill's participants and students.

IV. Tobacco, Alcohol, and Drug-Free Workplace

Oak Hill is a tobacco, drug, and alcohol free-workplace. Smoking or using tobacco products is prohibited on all premises. Use and possession of alcohol is prohibited on all premises except in limited circumstances where it is being served. Use, possession, sale, trading, or offering any illegal drugs is prohibited on all premises. Being under the influence of alcohol or drugs is prohibited.

V. Safety

Oak Hill, employees, and volunteers all share a responsibility for establishing and maintaining a safe work environment. Oak Hill ensures a safe work environment and complies with federal, state and local safety regulations as outlined in the policies and procedures related to it. Volunteers are asked to obey safety rules and to exercise caution in all activities. Volunteers are asked to report any unsafe conditions to the volunteer supervisor.

How do I become a Volunteer at Oak Hill?

All potential volunteers who do not come from a corporate or business sponsorship must complete an electronic Volunteer Application Form. The form must be completed even if you have already contacted a program directly for a volunteer opportunity.

Based on your responses on the form, we will contact you if there is an opportunity at Oak Hill that matches your interests. If there is, you will be asked to complete our volunteer waivers and background checks (if applicable).

Some additional considerations before you apply:

I. Age

All individual volunteers must be eighteen (18) years of age, unless they are volunteering as part of community-based organization e.g. local public school, religious organizations, youth services bureau, Boy/Girl Scouts, or something similar, or accompanied by an adult family member.

II. Background Checks

Some volunteers will be subject to a background check depending on the type of volunteer work being performed. Some residential programs and school programs require that any volunteer who comes into direct or close contact with participants or students must have a background check completed. A volunteer can begin his/her volunteer work while the background checks are processed so long as there is appropriate supervision in place. All background check requests will be sent to Human Resources, who will coordinate with the volunteer and have the process completed in a timely manner.

