

# **VOLUNTEER STEPS TO CONNECT**

1. Attend a volunteer Orientation Training... 4 &1/2 hours
2. Complete the volunteer application & background check
3. Wait Patiently for your Fingerprint Clearance Card, send a copy to OCJ Kids office
4. Meet with OCJ Kids staff to identify the youth
5. Meet with Group Home Manager or Staff person
  - Review the youth's file
  - Determine an appropriate goal
  - Exchange contact info
  - Establish primary contact person
  - Provide Case Worker's contact info
  - Set visitation dates and times
6. Contact youth's Case Worker
  - Review the youth's file
  - Explain the Life Coach program and goals
  - Discuss background issues that may hinder the relationship
  - Discuss a timeline
7. Meet with youth
  - See if a good fit
  - Open a dialog about their life and your story
  - Have youth fill out an application
  - Discuss program & timeline
  - Set visitation dates and times
  - Exchange contact info
8. Start 6 week trail visits/ Set up individual "Bus Route"
9. If issues after 6 weeks, meet with OCJ Kids to discuss a change
10. Continue regular meetings
11. Track and turn in regular progress reports & student log

