VOLUNTEER INFORMATION
For over 40 years, Camp Susan Curtis has built the habits and skills for lifelong achievement in more than 16,000 economically disadvantaged Maine children. With a 2 week camp experience that incorporates socialization, recreation, and education; campers participate in experiential activities that strengthen self-confidence and skills in collaboration and communication. Camp Susan Curtis is located in Stoneham, ME (1.5 hours NW of Portland) and is operated by the Susan L. Curtis Foundation in Portland, ME.

**VOLUNTEER OPPORTUNITIES 2017**

**Portland & Portland Area**

**Curtis Youth Programs:** Mentoring, Camp 2 Campus & Career and CollegeJam are all academic year programs that engage high school youth. Mentoring is a long-term commitment of at least one year. Short –term opportunities involve chaperoning trips, hosting a visit to a college campus, providing job shadowing at a workplace, or offering a workshop to youth and families. Give us a call and we can give you more specifics and/or talk through any ideas you may have that would be beneficial to our youth participants.

**Golf Tournament:** August TBD, 12:00-9:00 p.m. (shifts available)

The Woodlands in Falmouth

12:00-9:00 p.m. (shifts available)

- Registration, Hole Monitoring
- Pre-Event assistance for office tasks in May

**Office Assistance (Portland):** Monday-Friday , flexible

- Mailing, data entry, inventory, shredding, other office tasks
**Summer at Camp Susan Curtis**

**Clean Up Day:** TBD

- Painting, gardening, light construction, cleaning

**Special Interest Saturday:** July 1, 15, 29 and August 12

- Share a personal hobby or passion in a one hour workshop

**Weekend Warrior:** July 1/2, July 15/16, July 29/30, August 12/13

- Spend a weekend at CSC assisting with Special Interest, Theme Day, and participating in a campfire, meals, and other activities

**Seasonal Volunteer Staff Team Positions**

Join us for a session or more in these unique volunteer positions which allow for total immersion in the camp program while helping us fill essential roles that are difficult to fund. A great way to build your resume, share your skills, or provide services to our campers and staff!

- Volunteer - Dining Hall Supervisor
- Volunteer - Custodian
- Volunteer - Photographer/Social Media Manager

**Organized Groups & Service Teams**

Please contact us if you have an organized group that is interested in volunteer opportunities.

Service Teams who are interested in an immersion experience should contact us as there are additional opportunities, details, and costs.
CSC VOLUNTEER FAQ

What age do I have to be to volunteer?
Volunteers should be 16 years of age or older. For certain opportunities (office assistance, clean up day) we may allow younger volunteers with parental permission and/or participation with an organized group. Overnight events that occur at camp require volunteers to be 18 years of age or older or with an organized group.

Is there a volunteer Job Description or Code of Conduct?
Yes! Each opportunity has a separate description with the general expectations of the opportunity you are participating in. The Code of Conduct is located in this booklet.

Can I earn school Community Service hours by volunteering?
Of course! We would be happy to complete any required paperwork.

Do I have to complete an Application or Background Check to volunteer?
A volunteer Application with references and a background check are required for overnight stays at Camp. For other opportunities, we will ask you for basic information so that we can communicate with you in a timely manner.

Are there any costs to volunteer?
Volunteers who are staying overnight at Camp Susan Curtis will be expected to cover the cost of a background check-$16.

Is there training involved to be a volunteer?
We do provide an orientation for each opportunity. Orientation times and topics vary depending on what you will be volunteering for.

What skills do I need to be a volunteer?
You do not need any professional skills or experiences to become a volunteer. We find that individuals with a good sense of humor, flexibility, and a willingness to learn are generally the best fit for our work environment.
CSC VOLUNTEER CODE OF CONDUCT

The Code of Conduct is provided as information to better understand our organization. Depending on your role, guidelines may be adjusted.

Appearance: What you wear is dependent on the event. Each event will have an information sheet with specific suggestions. In general, we ask that you do not wear clothing with holes, anything that is tight or revealing, or any items that advertise alcohol, tobacco, or have inappropriate sayings or words.

Boundaries: Volunteers must follow the same set of rules as staff in regard to camper relationships. At no time may an individual be alone with a camper. Contact outside of the supervised program is not permitted.

Communication: We depend on our volunteers. Please contact us well in advance if you must change your schedule. We will keep you up to date with regularly emailed information.

Conduct: As a representative of Camp Susan Curtis, we ask that you are aware of your alcohol intake, attitude, language, and personal presentation at all times.

Confidentiality: Especially in the cases of data entry or camper contact, we ask that you do not release the names of our campers or families or any situations/challenges they may be facing.

Information: If you are asked a question that you do not know the answer to, please seek out a staff member or fellow volunteer who does. It’s okay to let the individual with the question know that you will find the correct answer promptly

Good Fit Policy: We want everyone to be successful at Camp Susan Curtis and build new skills, passions, and connections. If you do not feel that what you have volunteered for is a good fit, please let us know. We will do the same for you.
With Camp Susan Curtis, children learn to succeed.

For more than 40 years, building skills, raising aspirations and redefining futures for Maine boys and girls.

FOR MORE INFORMATION ON VOLUNTEER OPPORTUNITIES, CONTACT TERRI MULKS
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The Susan L. Curtis Charitable Foundation
(a 501(c)(3) fundraising for and operating the programs of Camp Susan Curtis)
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