

Welcome to the Center for Community Engagement!

We are happy to help you find a volunteer experience that is productive and meaningful to you and for our community.

For any questions regarding volunteer opportunities or to talk to the staff and CCE Student Leaders, you can visit us at the CCE House located at:

333 Prospect Street, on the corner of Prospect and Windham Street.

Phone: 860-463-0090

email cce@easternct.edu



VOLUNTEER ORIENTATION

This brief orientation will prepare you to be an effective volunteer. Please read through all of the slides; this will give you a sense of how the Center works and the opportunities for volunteering.





MISSION

To support Eastern's vision for building a culture of civic responsibility and engaged learning, and to create effective relationships that are mutually beneficial to students, faculty and the community.



Having a Positive Volunteer Experience

We want you to have a positive experience at your volunteer site, where both you, the community partners, and individuals you interact with, benefit. Please find these suggestions for having a positive and constructive volunteer experience.

Tell us what your interests are.

Be clear with the CCE staff about what your interests are. We have many programs and can help you find an experience that meets your interests, course requirements (if applicable) and schedule.

Having a Positive Volunteer Experience

Be committed. Be professional.



Identify your CCE Program Leader, as well as your contacts at the program/agency.

Your CCE Leader is your main contact for questions, concerns, and resources. Your experience will be optimized by developing a strong relationship with your CCE Leader.

Having a Positive Volunteer Experience

The CCE is happy to provide volunteers with transportation to all CCE volunteer sites. You must be on time or you run the risk of being left behind.

*“Early is on time,
on time is late,
and late is
unacceptable.”*

KEN BEDINI

We have very tight timeframes in order to get all volunteers to their sites on time. **You will need to arrive at the CCE 15 minutes early for your ride**, and get to the van on time when it is time to return to campus. If you are not, you hold up other students from getting where they need to go.

If you are unable to attend your program, you must call the CCE at 860.465.0090 at least 30 minutes before your program time to let us know.



Having a Positive Volunteer Experience

“Be the change
you wish to
see in the world.”

GANDHI

Gather information about your program: dates and times, where to go once you get to the site, what your responsibilities are. The CCE seeks volunteers for meaningful experiences – monitoring halls at a school is not a suitable volunteer experience for a CCE student volunteer. Volunteer positions must provide the venue to make a positive impact on an issue affecting our community such as literacy, health and wellness and environmental sustainability. These types of positions also provide you with the opportunity to develop professional skills, discover new careers and gain satisfaction in the work you are doing. If you are asked on a regular basis to do something that is not in line with our focus, let your CCE Leader know.



Having a Positive Volunteer Experience

Dress for Success!



Wear appropriate clothing. Schools and non-profit organizations are professional environments and you need to dress accordingly. Please avoid revealing clothing such as low cut tops, ripped jeans, leggings and pajamas. Some after-school programs may allow you to wear shorts depending on the program format and activities. If you are allowed to wear shorts, they must be professional length, which is to the end of one's fingertips. Also, flip flops and hats are prohibited within any school. CCE Volunteer shirts and jeans or khakis are encouraged.

Having a Positive Volunteer Experience

Keep your social media private!

Volunteers should have no contact with clients that are minors outside of the program, unless consent is given by parents, the school and the CCE. This includes contact via any form of social media including Facebook, Twitter etc. Relationships with students must remain professional and within the programs scheduled meeting place and time.



Having a Positive Volunteer Experience

No cell phones or headphones.

Volunteers are in the program to participate in the program. While there, cellphones and other electronic devices must be out of sight. Phones must be on silent or off during program time. Headphones or Bluetooth devices on are not permitted. Absolutely no texting!



Having a Positive Volunteer Experience

Stay in groups during your volunteer program time.



You are NEVER to be left alone with a student/client. You do not have the proper background checks for this. If you are asked to do something with a student/client and program staff members are not in the room, remind them that you are not permitted to be alone. This is a safety precaution for both you and for the client.

Having a Positive Volunteer Experience

When you arrive to your site, staff may be busy with children or other tasks. Find out who your contact should be and then be proactive about asking for an assignment. Introduce yourself, jump into the activity. Don't wait for an invitation.



**Join in the activities,
don't be shy!**



Having a Positive Volunteer Experience

Sign in and out in the CCE Program Binder.

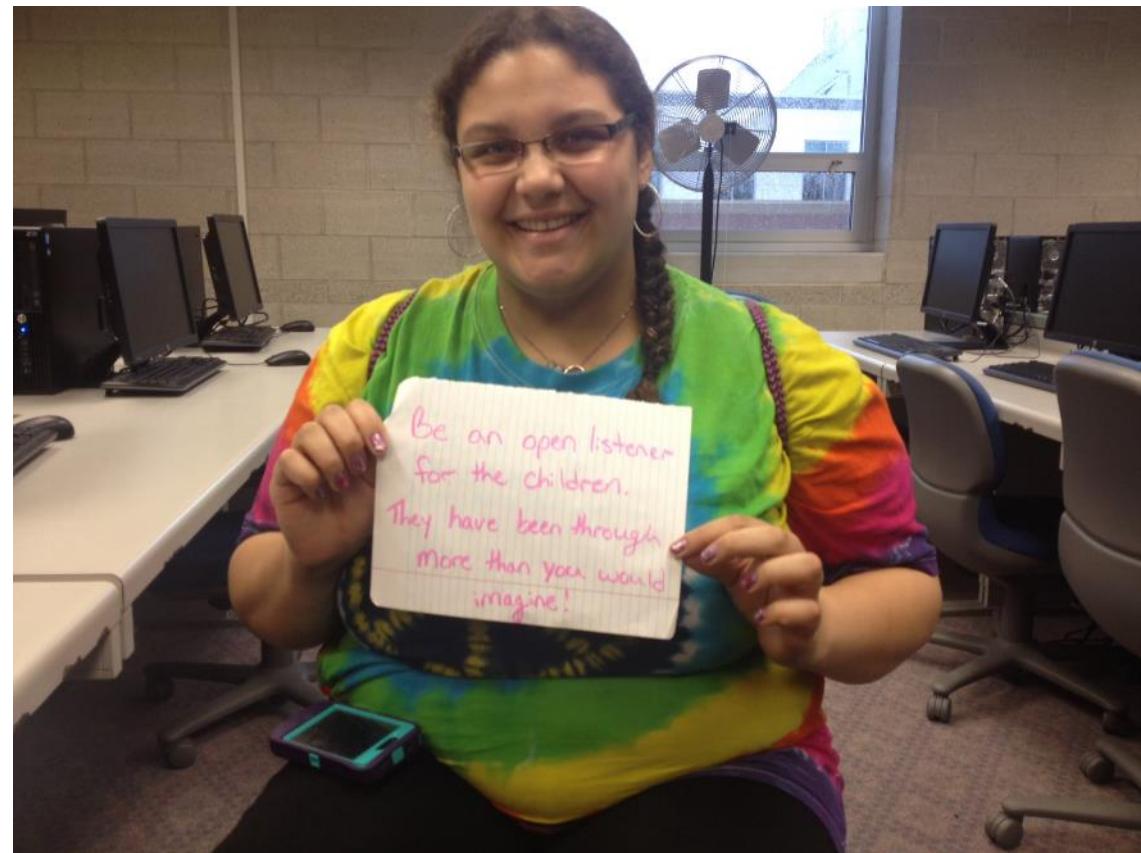
Please make sure you (clearly) sign in/out in the CCE Program binder each time you attend the program. Failing to sign in/out will mark you as absent in your student record. Please verify with your CCE Leader the location of and how to access the binder.

ECSU VOLUNTEER SIGN IN

Having a Positive Volunteer Experience

Reflect on your experience to maximize the benefit to you.

How will you be able to articulate what you have learned through this experience? As you are volunteering, think about how you will be able to use this experience in your coursework, and in the future. The more you engage in meaningful reflection, the better your outlook will be on your experience.



Commit to Your Program!

Last Steps:

- Your CCE Leader will contact you for program details and start date.
- Start!
- Thank you for joining the CCE family and volunteering!

