



KidWorks™

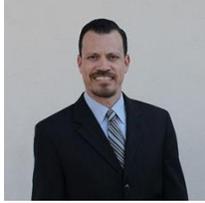
touching lives with hope™

Volunteer Handbook

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Letter from our Executive Director

Dear Volunteer,

Welcome to KidWorks! We are very pleased that you have decided to join us. Since 1993, KidWorks has served, and has made a significant difference in the communities of central Santa Ana. Inspired by our faith-rooted foundation, KidWorks offers educational support, leadership-building programs, and community empowerment activities for children, youth and their parents. We help families make important life decisions so, together, we can improve their quality of life and that of their neighborhoods.

As a volunteer, you will be a key part of helping us meet our mission, vision and goals. We truly couldn't do what we do here at KidWorks without our team of volunteers.

This handbook will answer some of the questions you may have and, of course, staff will always be on hand to help you with your very valuable work. Please keep in mind that we welcome your feedback to continue improving your experience as a volunteer and our efficiency and efficacy as a non-profit organization.

On behalf of our compassionate and committed staff, we look forward to building a long-term partnership with you.

Thank you for devoting your time to this worthy endeavor. *The gift of your time is the gift of a lifetime!*

Gratefully,

A handwritten signature in black ink that reads "David Benavides". The signature is written in a cursive, flowing style.

David Benavides
Executive Director

About This Handbook

Welcome to KidWorks. Thank you for volunteering your time and efforts to KidWorks programs and families.

This handbook was prepared to give you some essential information about the policies and expectations of KidWorks. The handbook has been organized by topic to help you find information you need easily. You are also encouraged to talk with your supervisor, Volunteer Coordinator, or Volunteer Resources Manager if you have any questions about the content of this handbook.

We ask that you read this handbook carefully, and refer to it whenever questions arise. KidWorks reserves the right to modify the policies in this handbook without prior notice.

Thank you for giving your time and talents to help others. We hope that you find volunteering with KidWorks a positive and rewarding experience.

KidWorks Mission/Vision/Values

MISSION

Restoring at-risk neighborhoods ... one life at a time.

VISION

To transform challenged neighborhoods within central Santa Ana by building on the strengths and potential in the community through education, character formation and personal development.

CORE VALUES

Faith: Demonstrating God's love and Christ-like values in all we do.

Empowerment: A commitment to quality education and developing local leaders.

Respect: Creating an atmosphere that affirms the dignity of every individual.

OPERATING PRINCIPLES

Performance: We are committed to a level of excellence and accountability for achieving the measurable results that demonstrate our positive impact in the neighborhoods we serve.

Strategic Partnerships: We maximize our results by joining with key individuals, volunteers, churches, businesses, foundations and agencies in order to best serve the community.

Volunteer Department Information

Volunteer Department Mission

As part of our commitment to creating opportunities for community investment through our organization, KidWorks welcomes volunteers in a variety of roles, including activities that directly support our paid employees, leadership positions, and client services. The KidWorks Volunteer Department is comprised of dedicated staff and volunteers who support and further the mission of KidWorks by nurturing, enhancing and sustaining the bridge between KidWorks and the community of central Santa Ana.

Volunteer Department Vision

The vision of the KidWorks Volunteer Department is to connect volunteers with the at-risk community of central Santa Ana and create enduring relationships that help promote positive and lasting change.

What You Can Expect as a KidWorks Volunteer

Your responsibility as a volunteer:

1. Be realistic and candid in accepting your assignment, taking into consideration your interests, skills and availability, as well as the needs of KidWorks.
2. Learn your volunteer assignment as well as you can by completing all required training, asking questions, and staying in touch with your supervisor/volunteer department.
3. Contribute to KidWorks by being reliable and dependable in doing your assignment and working with your fellow volunteers.
4. Follow all policies and guidelines of KidWorks, sign a Volunteer Agreement Form, observe confidentiality when needed, and engage in appropriate public behavior at all times.
5. Participate in the feedback process by letting KidWorks know how you feel about your volunteer experience and by giving constructive suggestions for improvement in any area.
6. Develop your skills as a volunteer by participating in training and development opportunities. Learn as much as you can to do the best job possible.

What you can expect KidWorks to provide for you:

1. A suitable assignment based on your interests, skills and availability, as well as KidWorks needs.
2. Orientation and training to help you perform your job.
3. The opportunity to work as part of a team, to contribute to the welfare of the community and the organization, and to be recognized for your contribution.
4. The support you need to do your job, including supplies, workspace, and helpful supervision.
5. The opportunity to give feedback about your KidWorks volunteer experience.
6. The chance to grow and develop as a volunteer through participation in KidWorks activities, special training events, meetings, and more responsible/leadership positions.

Recruitment and Selection Policies

Role of the Volunteer Resources Manager

The function of the Volunteer Resources Manager is to provide a central coordinating point for effective volunteer placement within KidWorks, and to direct and assist volunteer and employee efforts jointly to provide more productive services. The Volunteer Resources Manager will also be responsible for creating and stewarding partnerships with other non-profit organizations, churches, corporations, etc. The Volunteer Resources Manager is tasked with planning for effective volunteer deployment, assisting staff in identifying productive and creative volunteer roles, for recruiting volunteers, and for tracking and evaluating the contributions of volunteers to the organization.

Role of the Volunteer Coordinator

KidWorks recognizes that volunteers play a vital role in the organization, and as such require ongoing support. The Volunteer Coordinator is the main point of contact for our volunteers, and is fundamental in matching volunteers to available positions based on skills, experiences, and expectations. The Volunteer Coordinator works closely with program staff to ensure that volunteers have a positive experience and effectively serve KidWorks students and families.

Individual Volunteers

Once an individual of at least 14 years of age has expressed interest in volunteering at KidWorks, the Volunteer Department will take the individual through a concise process to become a volunteer.

1. An interested individual will attend a **New Volunteer Orientation and Training**.
2. If the individual decides they want to volunteer at KidWorks, they will set up an **interview** with either the Volunteer Coordinator (VC) or the Volunteer Resources Manager (VRM).
3. At the interview, the rest of the volunteer clearance process will be conducted or instructions will be given:
 - a. Fill out the **volunteer application** (since the application is available online, the individual may have already filled it out).
 - b. Sign the **Volunteer Agreement & Release from Liability Form and Confidentiality Agreement** (required only for certain projects).
 - c. Go to a **Live Scan** location to get finger printed (individual is responsible for the cost of the live scan). Only Department of Justice (DOJ) fingerprinting is required, unless an individual has indicated that they have lived outside of CA. If the individual has lived outside of California, they need to also check the box for FBI clearance on their live scan form (additional cost involved).
 1. If the individual is under 18 years old, they are not required to undergo a Live Scan background check. Instead, a reference check will be conducted.

- d. Proof of the following immunizations is required if the volunteer is working with preschool. A statement from the volunteer's physician that there is a medical reason not to vaccinate, or is already immune to any of the following will also suffice:
 1. Completed **TB test** (Must have current copy of immunization record current within 2 years).
 2. Copy of an immunization record for pertussis
 3. Copy of an immunization record for measles
 4. Copy of an immunization record for influenza dated between August 1st and December 1st of each year (volunteers may sign a statement that they have declined to be vaccinated against the flu).
4. Once KidWorks receives the above mentioned clearances, the individual is officially a KidWorks volunteer and ready for placement.
5. All information for a volunteer will be tracked in the following ways:
 - a. An electronic file. The volunteer's electronic file will include their volunteer application, volunteer interview, live scan clearance, copy of driver's license, copy of vaccinations (when applicable), and KidWorks I.D. badge picture. The electronic file will be locked and only viewable by the Volunteer Department and Senior Management.
 - b. KidWorks volunteer management database will capture the volunteer's service hours, any change in status (i.e. active, inactive, cause for termination), contact information, etc.

Interns

KidWorks Interns go through the same clearance process as potential volunteers. If however, an intern is interested in conducting research or fulfilling their internship outside of the designated volunteer opportunities available, the Volunteer Department will get approval from Senior Management and the specific program leaders the intern would be working with.

Volunteers Under the Age of 18 (High-school age)

Volunteers under the age of 18 go through the same volunteer clearance process as an adult volunteer, except for the Live Scan. In lieu of a Live Scan background check, volunteers under the age of 18 years old will have their references checked. High School age volunteers are only allowed to volunteer in KidWorks programs when the students are at least 3 years younger than themselves. This will generally mean volunteering with Kindergarten-5th grade students at KidWorks. Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering.

KidWorks Student Volunteers

KidWorks students in high school may volunteer with Kindergarten-5th grade programs, and KidWorks students in junior high (7th and 8th grade) may volunteer with Kindergarten-2nd grade programs under the following guidelines:

- KidWorks student fills out volunteer application.
- Has approval from the YouthWorks staff

- Goes through a version of the volunteer orientation/training.
- Provides 2 references (One must be an ASP staff member).
- Limits volunteering to only 1-2 days per week, unless otherwise approved by KidWorks staff.

Volunteers Who Drive KidWorks Students

In the rare case that we require volunteer assistance in driving our students to an event or outside location, we may ask individual volunteers for their help. Be aware that volunteers helping to drive KidWorks students need to go through the same volunteer clearance process as any other potential volunteer. Additionally, we will require a copy of their current driver's insurance, car registration, and their Department of Motor Vehicles (DMV) background check.

KidWorks Parent Volunteers

AdultWorks manages parent volunteers. If there are any exceptions to this, the Volunteer Department will conduct the intake process.

Youth Empowerment Network Volunteers

Youth volunteers in the Youth Empowerment Network (YEN) will be processed, cleared, and managed by the Youth & Family Engagement Department (YFED).

Group Volunteers Ongoing (volunteer clubs, churches, etc.)

KidWorks welcomes groups interested in volunteering. If a group of volunteers is interested in volunteering on a regular basis with KidWorks children and families, they need to coordinate with the Volunteer Resources Manager who will guide them through all relevant volunteer clearance processes.

Application Disqualifiers

All potential volunteers Live Scan DOJ and/or FBI results will be reviewed for conviction history. Any individuals found to have any offenses related to sex offenses, child abuse & neglect, and/or violent crimes will be automatically disqualified from candidacy, without exception.

Individuals who have been convicted of a misdemeanor or DUI within two years of their application are eligible to apply, but acceptance is not guaranteed.

Non-Acceptance Letter

Any applicants that are not accepted will receive a standardized letter notifying them that they have not been accepted as a volunteer.

Volunteer Closure Process

A volunteer may decide to end his or her service with KidWorks at any time and for any reason. Notice of the volunteer's decision to separate should be communicated as soon as possible to the Volunteer Coordinator. Once a volunteer notifies the volunteer department that they are no longer interested in volunteering, then the volunteer closure process will be initiated. The volunteer closure process includes:

- I. Volunteers will be asked to participate in an exit interview, but are not required to participate.

- a. The interview should ascertain why the volunteer is leaving, suggestions for improving the position, and the possibility of future volunteer involvement.
2. The DOJ No Longer Interested form will be filled out by the KidWorks Volunteer Department and submitted to the DOJ.
3. Volunteer will be inactivated in the KidWorks volunteer database.
4. The exiting volunteer will receive a formal closure letter from KidWorks.

If an individual is interested in returning to KidWorks as a volunteer, they are invited to initiate the application process once again.

Any individual who has not had any volunteer activity for 12 months will be considered inactive and their file will be closed.

Involuntary Separation

KidWorks may decide to terminate a volunteer's relationship with the organization at any time. If a volunteer is involuntarily separated from the organization, they will be provided with a reason for termination and steps 3-5 (see above) of the Volunteer Closure Process will be completed.

One-Time Group Volunteers (special events, plugging into regular programs once, etc.)

KidWorks will allow one-time group volunteers to volunteer with students once without clearance so long as there is always a KidWorks staff person present during their one-time service. Corporate, church, or volunteer groups may contact KidWorks staff regarding volunteering at a special event or during regular KidWorks programs. If a group is interested in volunteering then the following procedures will be followed:

- Group liaison will be connected with the Volunteer Resources Manager and/or Partnership & Donor Relations Manager.
- The Volunteer Department or Partnership & Donor Relations Manager will coordinate with the appropriate parties at KidWorks to schedule the volunteer event.
- Once the volunteer event is scheduled, the group liaison will receive the One-Time Volunteer Agreement forms to be filled out by all participating volunteers prior to event.
- On the day the group is scheduled to volunteer, a brief orientation/training will be given and agreement forms will be collected.
- After the event has taken place, volunteers will receive an Event Satisfaction Survey immediately following the event.

If anyone from the group of volunteers would like to continue volunteering with students past the one-time event, they will be required to go through the regular volunteer clearance process.

One-time Individual Volunteers

Based on recommendations from KidWorks staff, board members, or trusted partners, KidWorks will allow an individual to volunteer once without clearance so long as there is always a KidWorks staff person present during their one-time service. All one-time volunteers will need to sign the one-time

volunteer agreement form, or if under 18 years old obtain their parent's signature. Before the individual can schedule a time to come in, approval must be given by Senior Management.

KidWorks University Volunteers

KU Volunteers will be required to complete all volunteer screening procedures including an application, orientation and training, interview, and livescan background check or references (if under 18 years old). If a KU volunteer is a one-time individual volunteer helping for only one session, they will be asked to complete the one-time volunteer agreement form and the KU program coordinator must be made aware prior of their participation. The one-time individual volunteer will only be allowed to participate with the express permission of the KU program coordinator or a representative of the volunteer department.

One-time Volunteer Exceptions (younger than 14 years old, non-KidWorks students)

We will allow volunteers younger than 14 years old for special events with parent or adult supervision. Possible scenarios: parent and child volunteering together, special volunteer events when it would be appropriate for the whole family to volunteer, younger groups with adult chaperones completing service projects, etc. KidWorks holds all its volunteers to the highest standard, and we expect that even the youngest of our volunteers will contribute to the overall success of our events.

Volunteer Records

KidWorks maintains records of each volunteer which are the property of KidWorks and are confidential. Volunteers are asked to notify the Volunteer Coordinator of any changes in contact information (i.e. e-mails, emergency contact information, telephone numbers, home address).

Volunteer Position Descriptions

Every registered volunteer position at KidWorks has a volunteer position description summarizing the responsibilities, qualifications, and essential work functions of the volunteer assignments. Volunteer position descriptions are periodically updated to reflect any changes to that assignment. The Volunteer Coordinator or Volunteer Resources Manager will provide a copy of any Volunteer Position Description upon request.

Recruitment and Equal Opportunity

Volunteers are recruited without regard to gender, disability, age, race, or other conditions. Volunteers are recruited based upon their skills, abilities, and suitability to perform volunteer responsibilities.

Volunteers Becoming Employees

Should a volunteer decide to apply for a paid position within KidWorks, he or she will go through the same hiring process as any other individual. All job openings are posted on KidWorks website. Dates for applying and job qualifications are listed. The volunteer may use staff and other volunteers as job references

Supervision, Feedback, Training, and Miscellaneous Policies

Role of Supervisors

Volunteers and their supervisors are encouraged to engage in informal, open, and honest discussion on an ongoing basis about work performance and goals of the volunteer. A formal performance review may be conducted at any time at the discretion of the volunteer's supervisor, or requested by the volunteer. Performance reviews are intended to reflect the volunteer's effectiveness on the job, and are a continuing record of work performance. They allow the supervisor to measure the volunteer's work against the requirements of their positions.

As a result of performance feedback, volunteer development activities may be pursued. Volunteer development is a collaborative effort between KidWorks, supervisors, and volunteers to align individual goals with the overall mission of KidWorks. Development efforts are focused on building the capabilities of all volunteers.

Training for Volunteers

All volunteers must go through KidWorks' orientation. Volunteers are required to attend training specific to their assigned position prior to volunteering, to better prepare them to complete assigned tasks and responsibilities. KidWorks believes in investing in the development of our volunteers, and additional trainings relevant to volunteer trends and topics will be made available. All volunteers are encouraged to take advantage of these opportunities when they take place. Volunteers will be provided with individualized direction/training regarding each and all of their tasks.

Awards and Recognition

KidWorks is committed to recognizing its volunteers. Recognition pins are awarded to volunteers, based on their individual contributions to the organization. One volunteer is recognized monthly as the "Volunteer of the Month" for their outstanding and unique contributions to the organization. KidWorks also hosts an annual volunteer and partner appreciation event to honor the contribution that all volunteers have made to the organization.

Letters of Recommendation & Hour Verification

Volunteers who have served at least 20 hours of volunteer time are eligible to request Letters of Recommendation from the Volunteer Department. Requests must be submitted to the Volunteer Coordinator, who will then review the volunteer file and confirm volunteer hours prior to processing the request.

A volunteer can request a printout of hours completed at any time from the Volunteer Department. Hour verification forms can be signed by the Volunteer Coordinator or the Volunteer Resources Manager.

Attendance

KidWorks expects all volunteers to assume diligent responsibility for their attendance and promptness. All volunteers are expected to sign-in and sign-out during their service times. The Volunteer Department utilizes this information to maintain accurate records of each Volunteer's service hours. Any discrepancy with the documented hours must be brought to the attention of the Volunteer Coordinator or Volunteer Resources Manager, who will work with you to correct any disparity.

Volunteers who are unable to come during their selected shift or who will be late should notify their supervisors at least thirty minutes prior to their scheduled start time.

Frequent absenteeism may result in disciplinary action, up to and including termination of volunteer involvement.

Work Schedules

Work schedules are established between the Volunteer Department and the Volunteer, based on KidWorks needs and the volunteer's availability. Schedules may be changed from time to time at the discretion of KidWorks or the volunteer. Any changes to schedules made by KidWorks will be communicated to volunteers through an email, in person, or phone call.

Holidays

KidWorks observes a number of holidays throughout the year, and volunteers will be informed of when centers will be closed through weekly emails and updates at the KidWorks center. If you are in doubt about whether or not a center will be closed, please contact the Volunteer Department.

Hours of Operation

KidWorks hours vary by center and season. The following are general guidelines regarding KidWorks hours of operation. If you are uncertain about whether or not a KidWorks center is open, please call our reception at 714.834.9400 for confirmation.

Regular Hours:

Dan Donahue Center (DDC)

Monday through Thursday, 8am to 7pm

Friday, 8am to 6pm

KidWorks Center at Townsend (KCT), KidWorks at Bishop Manor (KBM), & KidWorks at Cedar Evergreen (KCE)

Monday through Thursday, 3pm to 7pm

Fridays, times vary by center; please inquire with the volunteer department

Summer Hours:

Dan Donahue Center (DDC)

Monday through Friday, 8am to 5:30pm

KidWorks at Bishop Manor (KBM), KidWorks at Cedar Evergreen (KCE), & KidWorks Center at Townsend (KCT)

Monday through Friday, 12:30 to 5pm

Parking

Parking can be found at or near all of our centers. The Volunteer Coordinator will provide you with guidelines regarding where you can park, depending on your assignment. KidWorks is not liable for any parking violations, towing fees, or damage done to your vehicle while volunteering. Please be vigilant of all street signs regarding parking regulations.

Do not remove any placeholders (chairs, signs, cones, etc.) that you may see in street parking areas. These belong to the local residents and removal may cause them to become upset.

Safety & Security Policies

Child Abuse Prevention

No volunteer may be alone with a child at any time unless pre-approved by KidWorks staff (i.e. one-on-one tutoring). Door must always remain unlocked in classrooms where student activities are occurring. Physical contact with the students should be minimal (i.e. handshakes, side hugs, and high fives) and respectful of the child's comfort level. No contact with students is allowed outside of KidWorks, including but not limited to texting, calls, emails, and/or social media.

Reporting Incidents

Volunteers are not mandated reporters, but KidWorks staff members are. If a volunteer suspects that child abuse has occurred, he or she is highly encouraged to report it to KidWorks staff and not discuss it with any other parties. All KidWorks staff members are required to report any incident or suspicion of child abuse or neglect.

Workplace Safety and Security

Volunteers are discouraged from bringing large amounts of cash or other personal valuables to KidWorks centers unless absolutely necessary. KidWorks is not responsible for volunteers' personal items that are lost or stolen.

Injuries While Volunteering

Each volunteer is expected to follow safety rules and to exercise caution in all work activities.

All volunteers are expected to follow appropriate safety guidelines while volunteering. However even under the best circumstances, an accident may occur. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, volunteers should immediately notify their supervisor.

If a volunteer is injured, even slightly, the volunteer is expected to immediately stop the activity that caused the injury and seek first aid or medical attention if necessary. The volunteer must inform his or her supervisor about the incident and complete an incident report form. The volunteer should not resume the activity until treatment has been provided and/or he or she has been given the approval from a supervisor to continue the activity.

Identification

New volunteers will be issued identification badges which should be worn at all times when on KidWorks premises. Lost badges should be reported to the Volunteer Coordinator immediately so that a new badge can be issued. Short-term volunteers will be issued temporary identification badges.

Conduct Policies

Dress Code

Volunteers are expected to conduct themselves in a professional manner at all times. Our dress code is casual, however to maintain the integrity of our programs the following items will NOT be permitted.

- Shorts, skirts, and dresses shorter than mid-thigh length
- Spaghetti strap shirts or dresses
- Open back shirts or dresses
- See-through articles
- Revealing or low-cut tops
- Clothing with offensive language or displays of alcohol/ tobacco
- Clothing promoting Greek or panhellenic letters
- Sagging pants or shorts

We recommend wearing comfortable shoes, as you will have the opportunity to engage actively with our students.

Electronic Devices

Volunteers should refrain from using their electronic devices (i.e. cell phones, tablets) during program time, as this may cause students to become distracted and take away from volunteer engagement with students. If a volunteer brings an electronic device to share with students, KidWorks will not be held liable for damage done to the electronic device.

Social Media

We ask that you refrain from taking pictures with the students and posting them to your social media accounts. If a volunteer requires pictures of, or with, the students, they must obtain permission from their supervisor or Volunteer Department representative.

Gifts

We ask that you refrain from buying and giving gifts to students. This includes monetary gifts/donations.

Classroom Conduct

- Volunteers are asked to follow directions from program leaders. This includes focusing on lessons, as students will model volunteers' behavior.
- During homework time, please allow students to do their own work. Do not complete students' homework for them.
- Do not use cell phones in classrooms.

Frequently Asked Questions

How much time am I committing to?

One hour per week for 3 months is the minimum commitment that we ask of our volunteers. We know that this is a large commitment, we also know that sometimes circumstances will arise that will keep you from coming to volunteer. But consistency is very important when working with children, teens and adults that come to the center. They value the relationships and bonds that they build with our volunteers. The more consistent you are with your attendance, the more they begin to trust you.

What if I can't make it to my scheduled volunteer time?

If you know ahead of time that you will miss your session, please tell the Volunteer Coordinator or your supervisor as much in advance as possible. If you have to miss your session because of an unforeseen event, a phone call or email letting us know is still greatly appreciated.

Is it safe to volunteer here?

Put simply, yes. But, we always want to advise new volunteers to remember that KidWorks centers are located in inner-city neighborhoods. Always lock your vehicle and never leave valuables or items perceived as valuable in visible areas of your vehicle. Volunteers at our spoke centers are encouraged to use the buddy system after dark. Most volunteers show up and leave around the same time for their designated time slot. If for some reason, you are leaving alone and have to walk to your car, ask one of the site coordinators to walk with you. Be aware of your surroundings and always report suspicious activity in the neighborhood to any of the site coordinators.

Where should I park?

Parking can be difficult, and each KidWorks center has its own quirks. KCT & KCE are located near parks, and volunteers are encouraged to park at the local park and walk over to the center. KBM is located near a school and are encouraged to park in that lot. We encourage the buddy system when leaving the centers, especially after dark. If you cannot find a buddy, please let KidWorks staff know, and they can accompany you to your car.

DDC has parking available in its lot and alongside the building, but spaces are limited. Street parking can be found on Chestnut or Daisy, but please note that street sweeping occurs on Daisy on Wednesdays from 11-3pm and cars will be ticketed.

We encourage all volunteers to carpool when able.

Do I have to be able to speak Spanish in order to volunteer?

No. Lessons and program with our students are conducted in English at KidWorks. If you are volunteering with our parents, you are encouraged to have some knowledge of Spanish.

Do I have to bring or prepare anything before I come to volunteer?

No, you are not required to bring or prepare anything for your first volunteer session.

Do you offer any volunteer opportunities on the weekends?

Currently, we have one volunteer opportunity on Saturdays with limited space. If you are interested in learning more, please inquire with the volunteer department. Otherwise, we occasionally have special weekend events that require volunteer help. All volunteers will be notified in their weekly emails of available weekend volunteer opportunities.

What if my availability changes and I am no longer able to volunteer during my normal time slot?

If you are no longer able to volunteer during your selected time slot, but are still interested in volunteering, please notify the Volunteer Coordinator who will work with you to see what other volunteer opportunities might fit your new schedule.

What if I am interested in serving at a different center than the one I'm currently assigned to?

We want you to be comfortable and happy with your volunteer placement. If you feel that you would be happier at a different site, please contact the Volunteer Coordinator who will talk to you about volunteer needs at other KidWorks centers.

How can I get my friend's involved?

If you know someone who has questions or is interested in volunteering at KidWorks, please have them call or email the volunteer department at 714.834.9400 or volunteer@kidworksoc.org. You can also encourage them to visit our website at www.kidworksoc.org/volunteer.

Contact & Location Information

Melissa Felter

Volunteer Resources Manager

714.834.9400 x115

Melissa.Felter@kidworksoc.org

Tiffany San

Volunteer Coordinator

714.834.9400 x127

Tiffany.San@kidworksoc.org

Dan Donahue Center (DDC)

1902 W Chestnut Ave

Santa Ana, CA 92703

714.834.9400

KidWorks Center on Townsend (KCT)

817 S. Townsend St. Unit 12

Santa Ana, CA 92704

714.834.9429

KidWorks at Bishop Manor (KBM)

1000 E. Bishop St.

Santa Ana, CA 92701

714.760.4399

KidWorks Cedar Evergreen (KCE)

1721 Evergreen, Unit B

Santa Ana, CA 92707

657.210.4346