

# YouthLink Volunteer Process

Thank you for your interest in volunteering for YouthLink!

YouthLink's volunteer orientation process is meant to help you, and YouthLink, find the best fit for our mutual volunteer needs. **This process can take 2-4 weeks** and involves an initial interview, an application and a background check, and some initial training. Because our first priority is always the safety and security of the young people we work with, we appreciate your patience as we go through this process.

To learn more about our orientation process, contact Jelena Song, Volunteer and Donor Relations Manager at [song@youthlinkmn.org](mailto:song@youthlinkmn.org).

To become a volunteer at YouthLink, you must complete the following steps:

## Step 1: Individual phone interviews

- Phone interviews are scheduled based on each individual's initial phone or email inquiry, and will be scheduled at a mutually agreed-upon time. Conducted by Jelena Song.
  - If you are interested in becoming a GED tutor your initial interview will be conducted by Jason Lavine, Education Navigator.

## Step 2: Individual meeting or group orientation and completion of application paperwork

- Each orientation includes a conversation about YouthLink, and a discussion of volunteer expectations, responsibilities, and communication. Conducted by Jelena Song.
  - For GED tutors/volunteers only: step 2 also includes GED Tutor Orientation with Jason Lavine, Education Navigator
- To be considered for a volunteer position at YouthLink, your application paperwork must be submitted (in person, via mail, fax, or email) **within one week after completing your initial orientation**. The application paperwork includes:
  - an application form,
  - a confidentiality agreement, and
  - a background check (NOTE: the background check may take up to two weeks for processing).

## Step 3: First Day Volunteering

- Your first day of volunteering will include a 30 minute meeting with the Drop-In Supervisor, which includes an overview of the volunteer handbook. If you are scheduled to volunteer in one of our housing sites, you will be meeting with a Housing Program Supervisor.

Once you've completed all three of these steps—including passing your background check—you will be on your way to start making a difference in the lives of the young people we work with.

## Step 4: Volunteer Training and Development

- Training and development opportunities are offered through Simpson Housing Services (Search for Home, Boundaries, etc.) and Metro-wide Engagement on Shelter and Housing (Homelessness 101 and Homelessness 201).

*\*Please note that YouthLink reserves the right to terminate an application—or a volunteer—at any time, and for any reason.\**