



## Volunteer Orientation



# History of Any Baby Can



In 1982 Marian Sokol, Ph.D., a special needs teacher, saw a great need among the families she served. With a small grant, in a trailer behind Santa Rosa Hospital, she began her mission of helping families raising children with a chronic illness, disability or developmental delay.

The Mission of Any Baby Can is to serve families with children and youth facing serious health or developmental challenges. Services are provided free of charge, regardless of income, to families who have a child birth through 17 years of age, and/or an adult individual with a chronic illness, disability, developmental delay or health risk, that reside in Bexar county and the 18 surrounding counties.

# Programs and Services



- Any Body Can
- Case Management
- Center for Infant and Child Loss
- Crisis Assistance
- Information and Referral
- Prescription Assistance Program
- Reaching Families Facing Autism
- Sibling Support
- Crisis Management
- Individual, Group and Marital Counseling

# Volunteer Orientation



The purpose of the Volunteer Orientation is to:

- Teach volunteers about Any Baby Can's Mission and the services we provide to the community.
- Provide information regarding the policies and procedures that govern your volunteer service, and to serve as a guide for future reference.
- Show you how to apply to be a volunteer and what volunteer opportunities are available.

Please review the following material carefully and completely.

# Volunteer Orientation



**Child Supervision:** Any Baby Can is fortunate to be able to provide child supervision while parents are attending counseling, an education class or a support group. Child Supervision is typically provided after normal business hours.

**Office Work:** Individuals and groups can come into our office and assist us with filing, shredding and more.

**Special Events & Projects:** We have many special events throughout the year. Our biggest being Any Baby Can's Walk for Autism. Individuals and groups can assist us with setting up and breaking down an event. You can also help complete special weekend projects at our offices.

# Becoming an Any Baby Can Volunteer



If you haven't already, you can apply to be a volunteer by visiting our website to fill out the Volunteer Application form. You can also visit the Any Baby Can office and fill out the form in person.

Once we receive your application, we will conduct a **background check**.

Please contact us with any questions regarding background checks.

[www.anybabycansa.org](http://www.anybabycansa.org)

# Rules and Guidelines



- Be sensitive to the needs and concerns of others
- Demonstrate and promote a positive attitude
- Please wear your Volunteer Badge at all times
- **If you are no longer able to make it to your assigned volunteer shift, will be late, your contact information has changed, or you wish to no longer volunteer, please notify our Outreach/Volunteer Coordinator.**
- Please notify us every time you wish to volunteer.
- If you need documents signed for volunteer hours please bring the form with you.
- Please direct any injuries, concerns or suggestions to the Any Baby Can Staff on duty.

**Smile and Have Fun!**

# Child Supervision Guidelines



- **Never leave a child unattended**
- You may not provide a child with any food or drinks, except water.
- If a child requires a diaper or clothing change, please notify an Any Baby Can Staff member.
- If a child needs to use the restroom, please escort them to the restroom and then wait outside the restroom until the child is finished. If the child requires assistance notify a staff member so that parents can assist
- Please monitor the playroom door and make sure it is closed at all times.
- Notify Any Baby Can staff if a child is injured
- For confidentiality purposes, photos/videos of clients are strictly prohibited.
- Cooperate with staff and fellow volunteers



# Child Supervision Guidelines



- Please be aware of children in the corners of the playground. Children should be redirected to the main area of the playground.
- Children under the age of 4 years must have a volunteer near them at all times to be aware of items in their mouth, toileting needs, etc.
- **If a child is inconsolable after 5 minutes**, please notify an Any Baby Can Staff member to locate parent.
- **Child Supervision Volunteers may be assigned a specific child to care for** and will receive specific information to look out for.
- Please help return toys and materials to their proper place. Children may or may not assist with clean up.

# Child Supervision Guidelines



The safety of the child is most important. Please keep the following in mind while supervising a child.

## Hyperactive Behavior

- Do not let a child climb on furniture or on playground equipment that isn't designed for climbing. Please take the child by the hand and help them back on the floor and say "Shoes on floor."

## Aggressive Behavior

- Watch for a child who may be biting, hitting, pulling hair or throwing
- Flip Books will be utilized to increase the child's understanding of the instruction.

Beware of loud noises. A child with autism can be hypersensitive to sounds.

**If an accident is to occur, immediately tell Any Baby Can Staff.**

# Safety



Emergencies do happen, so we must be prepared to handle them.

## Safety and Security is Everyone's Responsibility:

- Be aware of your environment
- Report suspicious people and behavior to Any Baby Can Staff

## Fire Safety

In the case of a fire, Remember the acronym **RACE**:

- **R = Rescue**, remove client from fire or smoke area, close door
- **A = Activate the alarm** or pull station and dial 911
- **C = Contain** the fire by closing all doors
- **E = Evacuate/Extinguish** the fire if it is safe to do so.

Fire extinguishers are available in designated areas around the building.

# Great Volunteers...



- Are Committed
- Arrive on time for their assigned task
- Make their time volunteering with Any Baby Can worth it
- Put the child first and give them their undivided attention
- Are friendly and respectful to the families
- Stay calm, if a problem presents itself.
- Help clean and pick-up

Volunteers are an integral part of our program, without our volunteers we would not be able to provide the quality of services that we do. We love seeing the familiar faces of returning volunteers.

Thank you  
for choosing to volunteer with Any Baby Can.

If you have any questions, please feel free to call  
us at 210-227-0170

