



## **Volunteer Agreement for Ascendigo Adventures Program**

### **About Ascendigo Autism Services, Inc.**

Ascendigo Autism Services, Inc. welcomes individuals who have been diagnosed with autism spectrum disorder (ASD) or a related disorder. We have success with people of all abilities across the spectrum. We pride ourselves in ensuring progress in our life enhancing programs while also having fun and being integrated in the community. Our three program areas are (a) Adventures, offer outdoor recreation activities and instruction, (b) Life Enrichment, for adults on the spectrum, and (c) Outreach, providing behavioral therapies for local children in the Roaring Fork Valley of Colorado.

### **Volunteer Requirements**

Volunteers help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, donors and the Board of Directors. Each volunteer should act in a professional manner, which reflects positively on our organization, and be respectful of our participants, their families, and other staff.

All volunteers will work under the direction of Ascendigo management. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. We ask all staff to maintain open lines of communication with parents and families. You are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Agreement is contingent upon the following:

- Compliance with all Ascendigo licensing requirements.
- Compliance with good practices standards of a program for special needs children and adults.
- Understanding and agreeing to abide by the ethical standards of working with a person with autism, including signing the Ascendigo code of ethics.
- Compliance with Ascendigo-written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty.
- Three (3) positive character references and agreement to abide by the Ascendigo Employee Handbook.
- Successful completion of the training program, which will take place at the Ascendigo offices in Carbondale and at sites in the Roaring Fork Valley, and for some programs at the Snowmass ski area. This will include general Ascendigo information, autism training and training on specific sports.
- Professionalism, sense of responsibility, and concern for confidentiality are expected. We value and like working with individuals on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same way.

### **Volunteer Responsibilities**

Assigned duties may include:

- Working one on one with a participant, assisting them as needed
- Assisting in activity set up, implementation or clean up
- Acting as a peer role model
- Socially engaging with participants
- Assisting sports instructors and other supervisors with instruction



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- Taking photos or videos of participants during activities
- Assisting participants during meals or daily life activities, as needed.
- Punctual attendance will be expected of all volunteers for all shifts they have committed to.
- The Deputy Adventures Director will confirm dates and times with the volunteer, prior to the shifts. If you are unable to report for your shift due to illness or injury, you must notify the Deputy Adventures Director by phone as soon as possible and at least half an hour before your scheduled beginning time.

### **Document Checklist**

- Pre-Application
- Resume or paragraph describing prior work or volunteer experience
- Three (3) character references or letters of recommendation
- Signed Job Description
- Ascendigo Employee Handbook Signature Page (all policies/procedures reviewed and agreed to)
- Perjury Statement - Signature
- Emergency Contact Sheet
- Child Abuse Reporting Authorization/Signature
- Drug/Alcohol Policy Authorization/Signature
- Professional Boundaries Agreement/Signature
- Copy of CPR Certification Card- if applicable
- Copy of First Aid Certification Card- if applicable
- Autism Training Completed
- Code of Ethics signed

### **Understanding and Agreement**

I agree to fulfill the requirements of my position in good faith and with compassion, patience, hard work, and integrity. I will make every effort to ensure that the participants have a positive and rewarding experience.

I agree to hold as confidential any sensitive and private participant information I obtain at Ascendigo. Breach of confidentiality may result in my immediate termination and/or legal proceedings against me.

I understand that my mature, professional and sober personal conduct is important to the health, safety and wellbeing of Ascendigo participants, clients, their parents, fellow employees and the general public. I will not unlawfully possess, use and distribute illegal drugs or alcohol on any premise used by Ascendigo or before or during any Ascendigo activity. Doing so will result in disciplinary action up to and including termination.

I have read and agree to the description for my position, which includes days and hours of work, compensation, duties, and responsibilities. I understand that this position does not include coverage or payment for any type of health insurance.

I understand that training will be covered in an orientation, prior to my volunteer dates.



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

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I understand that Ascendigo will conduct a background check on my criminal history and employment history and will submit my name to the Colorado Central Registry of Child Protection.

### Volunteer

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**If volunteer is under 18 years of age, Parent/Guardian MUST sign below.**

### Parent/Guardian

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Emergency Contacts:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_