



Volunteer Policy and Guidelines

Welcome to Medford Children's Therapy! We are excited to have you join us. As a volunteer, your duties will vary depending upon your experience, exposure, comfort level in working in pediatric therapy, as well as our scheduling. Unless you are completing fieldwork for an occupational or physical therapy program, our volunteer program is not an internship. We welcome the opportunity to provide information and answer questions but for volunteers who are observing an occupational or physical therapist, the therapist's priority is to their client and their caseload. Overall, flexibility is key to a successful volunteer experience.

Volunteer Guidelines;

1. Commit and schedule times that are agreed upon with the volunteer coordinator.
2. Duties of volunteers may include;
 - a. Assisting the therapist in a treatment session. This may include interacting socially with the client and serving as motivation/distraction during the treatment as the therapist leads the session.
 - b. Assist with clinic organization, upkeep, or fabrication of games/projects during non-busy hours.
 - c. Clean therapy balls, toys, and mats frequently in between clients or slow hours.
 - d. Read over treatment technique information files/books available to increase your knowledge of therapy.
3. Volunteers will notify the volunteer coordinator and office staff in advance of any schedule changes.
4. Letters of reference are available if they are requested and if it is appropriate to the commitment.

Dress code;

Casual but neat and clean. You may wear blue jeans as long as they do not have holes or tears. No shorts or low cut pants or shirts. Please do not wear perfume, excessive jewelry or clothing which could harm or distract a patient during their treatment.

Signature:	Date:
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