



Lake Erie Ink: a writing space for youth
www.lakeerieink.org

Volunteer Position Description and Expectations

Lake Erie Ink provides creative expression opportunities and academic support to youth in the Greater Cleveland community. Lake Erie Ink relies on volunteers to help us provide academic support, direction and encouragement to program participants, both on site and in the schools. We also depend on our volunteers to help us with more specialized tasks; typing up student work, organizing student files, grant writing, event coordination, outreach, and help with publishing.

- Lake Erie Ink volunteers provide homework assistance to students after school, provide encouragement and direction in creative writing workshops and act as positive role models for participants.
- LEI Volunteers support, encourage and participate with students in evening and weekend creative writing workshops.
- LEI Volunteers also assist by editing, typing and “publishing” student work, and organizing student writing files.
- Volunteers may also work with LEI staff during the school day within the schools, providing assistance with class writing projects.
- LEI Summer Creative Writing Camp volunteers are expected to help in all aspects of the camp day, including providing and supervising snack time, participating in walking field trips and supporting staff with student behavior management.

Lake Erie Ink volunteers will receive initial training on: how to be effective homework “coaches”, positive methods of encouraging student work, group management basics, and issues affecting youth. All LEI volunteers must go through a volunteer orientation and submit an application,

LEI volunteers will be subject to the same code of ethics that LEI staff follow: to respect all participants and their process, to treat all participants with dignity and respect, to follow the direction of the immediate supervisor, and to remain within the scope of the volunteer service function. Lake Erie Ink staff reserves the right to terminate the volunteer agreement.

Volunteer requirements:

- Volunteers are asked to commit to at least one regular day/time per week for a two hour shift.
- Volunteers are required to fill out an application and provide two references.
- Adult volunteers (over 18) must complete a criminal background check.
- Volunteers must agree to follow LEI’s volunteer policies and procedures.



Volunteer application form

If you are interested in volunteering with Lake Erie Ink, please fill out the following application and return, along with the two recommendation forms, to staff@lakeerieink.org Please note that volunteers over 18 years old will be asked to get a criminal background check.

Name: _____

If under 18, please tell us your age, and the school you attend:

Parent/guardian name and phone: _____

Do you attend college? _____ If so, please tell us the school you attend, your year, and your primary field of study: _____

Mailing address: _____

Email address: _____

Phone numbers: h- _____ c- _____

Emergency contact _____ phone number: _____

How often would you like to volunteer?

_____ Regular (2-4 hours per week)

_____ Moderate (once or twice a month)

_____ Freestyle (I'll come in when I can)

Which programs would you like to participate in?

_____ After school homework help and creative writing from 3-5:30 pm.

_____ Writing workshops (evenings and weekends)

_____ In-school writing projects (times & days will vary, between 8 am & 3 pm)

_____ Behind the scenes volunteering (publishing, website, computers, fundraising,)

Please indicate times & days you might be available to volunteer.

Days	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday workshops
8 am to noon (In school projects)						
Noon to 3 pm (In school projects)						
2:45-5:45 pm (After school program)						
6:45-8:45 pm (Creative workshops)						

Work and Volunteer History

Place of employment: _____

How long have you worked there? _____

What are your primary duties? _____

Please tell us about your other volunteer experiences:

Please describe any experiences you have had working directly with youth:

Please list other organizations/clubs you are involved in:

Why do you want to volunteer with Lake Erie Ink?

Please list any special skills, talents or training you would like to share (tutoring & academic strengths, computer skills, graphics, songwriting, editing/publishing, writing, organizing, etc.)



Recommendation Form (Please have two people, not related to you, fill out)

1. How long and in what capacity have you known the applicant?

2. What are the qualities of the applicant that you feel would allow them to work successfully with youth? _____

3. Please give an example that illustrates the applicant's commitment or responsibility: _____

4. Anything you think is important for us to know before having this person begin working as a volunteer with Lake Erie Ink?

5. Your name? How can we contact you? _____

Please email form to staff@lakeerieink.org or mail to:

Lake Erie Ink: a writing space for youth
2843 Washington Boulevard
Cleveland Heights, Ohio 44118
216-320-4757 www.lakeerieink.org



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