



## **Lake Erie Ink: a writing space for youth**

### **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 assist youth by editing, typing and “publishing” student work, and organizing student writing files.
- LEI Volunteers work with LEI staff during the school day within the schools, providing assistance with class writing projects.
- LEI Summer Creative Writing Camp volunteers 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.

**Find out how you can get involved today: [www.lakeerieink.org](http://www.lakeerieink.org)**