



Special Kids
Special Families

OUR MISSION:
Promote, strengthen and support
individuals with disabilities and their families and caregivers



Volunteer Handbook

“Alone we can do so little. Together we can do so much.”

~Helen Keller



1915 Aerotech Dr. Suite 100, Colorado Springs, CO 80916
(719) 447-8983 • (719) 447-9482 fax • www.SKSFColorado.org

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Administration

1915 Aerotech Drive
Suite 100
Colorado Springs, CO 80916
(719) 447-8983
Fax (719) 447-9482

Behavioral Health Services

1915 Aerotech Drive
Suite 100
CO Springs, CO 80916
(719) 447-8983
Fax (719) 447-9482

Foster Care & Adoption

1915 Aerotech Drive
Suite 108
Colorado Springs, CO 80916
(719) 345-1735
Fax (719) 345-1785

Residential Host Home

1915 Aerotech Drive
Suite 100
Colorado Springs, CO 80916
(719) 447-8983
Fax (719) 447-9482

Adult Day Services**Joey's Place / ICAN**

3450 N Nevada Avenue
Suite 110
Colorado Springs, CO 80907
(719) 634-4675
Fax (719) 637-8660

Zach's Place at the**Laurie Hillyard
Family Center**

4795 Granby Circle
Colorado Springs, CO 80919
(719) 329-1717
Fax (719) 447-9482

a 501(c)3 nonprofit organization
EIN #84-1476535

SKSFcolorado.org
sksf@sksfcolorado.org

Dear Valued Volunteer,

Thank you so much for your interest in volunteering with Special Kids Special Families. Volunteers are an extremely important part of our organization.

Special Kids Special Families is a non-profit organization serving the Colorado Springs Pikes Peak region and the Denver Metro area. Special Kids Special Families provides support services to foster families caring for abused and neglected youth as well as offering specialized respite care, family preservation services, day care, and adult day programs for individuals with disabilities.

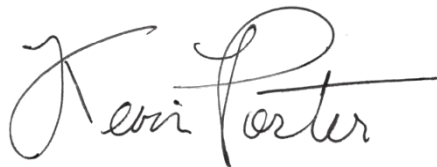
Volunteers are always needed at all of our programs. We could not do our job and help the special individuals in our programs without that support.

Use your talents to help Special Kids Special Families! We have a wide variety of volunteer opportunities where you can do what you love while helping a great cause.

Please read through the attached Volunteer Handbook. Most of your questions can be answered through reviewing this information. If you have any additional questions or concerns, please feel free to contact the SKSF Volunteer Coordinator.

Thank you for your interest in our organization.

Sincerely,



Kevin Porter

SKSF Executive Director

kporter@sksfcolorado.org

719-447-8983 x20

ABOUT SPECIAL KIDS SPECIAL FAMILIES

Special Kids Special Families (SKSF) is a 501c3 organization founded in 1998 to serve families who are caring for youth with disabilities. Founded by two mothers who themselves had children with disabilities; the organization sought to bridge the gap for services to assist these families. Some parents were especially vulnerable to having their children placed in foster care. Those families include single parent households and parents whose children were adolescent and young adults, having severe needs and the families that have limited outside supports. Our approach to serving these families takes on a family preservation model to strengthen and support the entire family unit.

Zach's Place, our founding program, opened its doors in June 1999. It provides after school, weekend and other occasional care for youth ages 2 ½ - 18 that have a diagnosed disability and their siblings. With a family preservation model, the center gears the care around the needs of the child and family with a plan for individual goals. As Zach's Place center's population grew, a need for individualized one to one programming and for providing family preservation services had evolved. This program offers ranging, advocacy in the systems, mentoring, life skills training, and supervision. Referrals are received from private and public agencies, along with individual requests. When Zach's Place moved to their larger facility in 2015, the center's name was officially changed to Zach's Place at the Laurie Hillyard Family Center. The facility was dedicated to a woman with a disability who is loved and cherished by her family, the descendants of the Helen K. and Arthur E. Johnson Foundation founders.

In December 2000, El Paso County Department of Human Services requested that SKSF write a proposal and program to become a **Child Placement Agency**. The county desired to have specialized foster care services for youth with disabilities, including foster and adoptive families. In October 2001, the organization received its license as a CPA (Child Placement Agency). This program provides for more extensive family preservation services, recruitment and training of families to provide out of home care for special needs children.

Adult Day Program, provides day services to adults, ages 18 and older, with developmental disabilities and/or multiple disabling conditions. Our community program encourages individuals to expand their knowledge and experience of the community, while maintaining the important connections of family and friends. **Joey's Place** is our center based activity program where lessons are set up according to the needs and skill levels of the individuals participating in the program. Individualized lessons are designed to assist individuals in learning various life skills, prevocational skills, and hobbies.

Adult Residential Services began in 2010 and serves adults with disabilities and provides a caring home environment where Host Home Providers assist the individual with all aspects of a person's life which may include care planning, a comprehensive individualized plan, day programs, and transportation.

In 2019, we were approved to offer **Behavioral Health Services** through the RAE (Regional Accountable Entities). We offer counseling and specialized therapy to change behaviors, thoughts, emotions and how people see and understand situations. Age specific therapy and evaluation is applied to patients. We offer this service to ages 4 through adulthood. In addition, we service various counties via telehealth.

OUR MISSION

PROMOTE, STRENGTHEN, AND SUPPORT INDIVIDUALS WITH DISABILITIES AND THEIR FAMILIES AND CAREGIVERS

How did we adopt our mission statement?

It all started when our Board Members met to discuss the purpose that SKSF would serve in the community. They created a mission statement for the agency by looking through the eyes of our youth and families, our staff, and the people that may come to need our services in the future. The conclusion they drew was that SKSF would recognize and emphasize the need to:

... promote, strengthen, and support individuals with disabilities and their families and caregivers.

Promote – to contribute to the encouragement, progress, and development of individuals with special needs.

Strengthen – to contribute to the empowerment of our clients and their families. Our team works together to help our clients, each other, and our organization.

Support –to be a resource for services that meet our client’s needs. We believe in being present to the needs of our community. We are here to address the concerns and needs of our clients, and to help in problem solving.

We ask that you take the time to embrace our mission statement and exemplify it as you volunteer with us. SKSF is committed to making anything possible for all people. We are a team that needs the participation of every person to promote, strengthen, and support individuals with disabilities and their families. Thanks for your willingness to volunteer with our organization!

SKSF PROGRAMS

WHERE CAN I VOLUNTEER?

SKSF has three facilities in the Colorado Springs area with ongoing volunteer opportunities.

Administrative Office

1915 Aerotech Dr., Suite 100, Colorado Springs, CO 80916

Executive Director, Human Resources, Finance, Donor Development & Communications, Volunteer Coordination, Host Home Residential Services, Foster Care Services
(719) 447-8983

Volunteer opportunities include clerical and cleaning projects around the administrative offices to ensure it runs smoothly. If you have filing, computer, or other office skills this would be a great fit for your volunteer interests.



Zach's Place at the Laurie Hillyard Family Center

4795 Granby Circle, Colorado Springs, CO 80919

Respite & day care services for children with disabilities and special needs
(719) 329-1717

Zach's Place at the Laurie Hillyard Family Center was established to provide families in the Colorado Springs and surrounding areas a place for respite care for their children with disabilities ages 2 ½ to 18. It is designed for children with developmental disabilities and those with special needs, but it is open to others as well. We offer structured and free play and also teach life skills and socialization skills. We provide respite (temporary time apart for parent/caregiver and child) and also have children daily after school and on school breaks. We aim to provide very flexible scheduling and individual support so as to serve as many families as we can, with most families currently using our services after school and any time on weekends.

Adult Services: Community & Center based Day Programs

3450 N. Nevada Avenue, Suite 110, Colorado Springs, CO 80907

(719) 634-4675

We encourage individuals to expand their knowledge and experience of the community while maintaining the important connections of family and friends. Our Adult Day Programs provide services to individuals, ages 18 years and above, in small groups to best serve our client's needs, interests, and abilities. Joey's Place (center-based program) provides academics and life skills training to adults in the facility.

BOARD MEMBERSHIP

We are looking for board members who have passion to help adults and children with disabilities, and special needs foster children. We would welcome you to contribute to the organization in a personally significant manner. Our board meetings are held on a monthly basis at our Adult Services conference room at 3450 N. Nevada Avenue, every 4th Wednesday of the month. Contact Kevin Porter, Executive Director, if you are interested in a Board commitment at (719) 447-8983 x20 or kporter@SKSFcolorado.org.

FUNDRAISING COMMITTEE

Do you have a gift for thinking outside the box? We would love to have you join our fundraising committee to creatively express ways to raise support and awareness for our mission. Effective fundraising committees are vital to the life and financial well-being of our organization. Members create, design, and shape SKSF fundraising events such as the St. Patrick's Day Bowl-a-thon, summer golf tournaments, and our signature fall event - The Night of Comedy. Help us encourage support for our cause; build relationships and raise money to meet our ongoing needs. We are looking for active, productive and dedicated committee members so we can ensure the success of our events. Contact our Volunteer Coordinator at 719-447-8983 or sksf@sksfcolorado.org

VOLUNTEER OPPORTUNITIES

ZACH'S PLACE at the Laurie Hillyard Family Center

Respite & childcare center for youth with developmental disabilities ages 2 ½ to 18
(719) 329-1717 • 4795 Granby Circle, Colorado Springs CO 80919

- Interact with youth reading, playing games, playing outside, singing, field trips, etc.
- Teach a craft / music class
- Organize craft / art supplies / toys and games— cleaning and sorting

ADULT SERVICES

Community & center-based activity program for adults with developmental disabilities
(719) 634-4675 • 3450 N Nevada Avenue, Ste. 110, Colorado Springs CO 80907

- Interact with adults playing games, reading, singing, dancing, etc..
- Helping staff with community activities
- Teach a class in cooking / craft making / music / fitness
- Teaching and demonstrating a skill such as a computer class
- Organize craft / art supplies

ADMINISTRATIVE WORK: At all centers during business hours

Volunteers are needed to help with paper shredding, database input, copying, faxing, sorting, filing, scanning, answering phones and other duties as assigned by our management team. If you're talented on a computer using Microsoft Office products or have an eye for detail – you can help!

MAINTENANCE: At all centers / some group weekend projects

We always need help at any of our programs to assist in clean-up of the yard, raking leaves in the fall and any outside maintenance and landscaping needs. We also always need indoor cleaning like windows, blinds, bathrooms, floors and making things shiny clean!

- Landscape / yard work / gardening / sweeping / facility maintenance
- Cleaning—general to heavy / shampoo carpets and upholstery/ strip, wax, or buff floors / clean buses / painting
- Housekeeping duties; deep cleaning and weekly facility cleaning at all locations

PUPPETEERS, SET BUILDING, SCRIPT WRITERS:

We are looking to REVAMP & REINTRODUCE our Pacer Puppet Program! We are seeking a group of creative individuals to participate and take the lead in this fun & exciting program. Lend your talents and put expression into these puppets to make them come alive! Each puppet represents a disability (autism, cerebral palsy, blindness, etc..). Our goal is to roll out the program to local Elementary schools to create disability awareness & bullying prevention. If you're interested, let us know and we'll add you to our list and advise you of upcoming meetings.

RECYCLE FOR SKSF!

We recycle all aluminum items (used soda/beverage cans, foil, wiring, etc.) PLUS any metal (soup/vegetable cans, scrap metal items, etc.). Consider starting a recycling program at your place of business. Collect the items and drop them off at our community partner – KOSCOVE METAL at 431 West Colorado Avenue, Colorado Springs. BE SURE to designate your donation to Special Kids Special Families when dropping off your items so we receive the donation! Visit KoscoveMetal.com for more information on acceptable recycled materials.

**KOSCOVE
METAL**



VOLUNTEER BENEFITS

Special SKSF Events

- Invitation to Annual Appreciation Recognition banquet (requires minimum of 20 hours)

Publications

- Your work recognized in SKSF's monthly E-Newsletter & on social media accounts

Sense of Appreciation

- Hours of volunteer services are recorded & documented
- And most importantly, a sense of deep appreciation and satisfaction for working at SKSF

20 GREAT REASONS TO VOLUNTEER

- Help others
- Make a difference
- Find purpose
- Enjoy a meaningful conversation
- Connect with our community
- Build our community
- Feel involved
- Contribute to a cause that you care about
- Use your skills in a productive way
- Develop new skills
- Meet new people
- Explore new areas of interest
- Impress yourself
- Expand your horizons
- Strengthen your resume
- Feel better about yourself

FREQUENTLY ASKED QUESTIONS

- **How do I track my time?**

At each program location, when you start each shift, there is a sign-in/out form at the front desk area. It is essential for us to keep track of all volunteer hours. Please be sure you sign in when you arrive and sign out when you leave. If you need documentation of total hours worked, please contact the Volunteer Coordinator.

- **What if I am unable to arrive at SKSF at my scheduled time?**

Notify your Supervisor or the Volunteer Coordinator as soon as possible.

- **What if I have a question, comment or suggestion?**

Contact the Volunteer Coordinator.

- **How do I go about recruiting new volunteers?**

We welcome new volunteers! Potential volunteers should contact the Volunteer Coordinator or go online at www.sksfcolorado.org and click on the Volunteer tab. You can download the Volunteer Handbook, application and appropriate forms to get started.

- **How can I learn of additional volunteer assignments?**

Notify the Volunteer Coordinator or visit online at www.sksfcolorado.org.

- **What if I have suggestions for an event, fundraiser, recognition idea, etc.?**

We would love to hear suggestions! Please email the Media Relations Manager with your ideas at sksf@sksfcolorado.org. Any supporting information is also appreciated.

- **What if I experience inclement weather?**

Call your Supervisor or Volunteer Coordinator and inform them that you are running late or will not be arriving at the scheduled time.

- **What do I do if I am not comfortable with my assignment as a volunteer?**

It is important to us here at SKSF that you are comfortable with and receive a sense of meaning from your assignment. If this changes for any reason whatsoever, contact the Volunteer Coordinator and we will place you in an assignment that you enjoy!

- **Is there a background check for volunteering with SKSF?**

We do not initially run a background check for volunteers unless they are working directly with the children or our disabled adults. Most volunteer work is indirect; however, if you are consistently working directly with our clients we may require additional background checks.

- **How long does the Volunteer process take?**

Once you fill out the SKSF Volunteer Application and accompanying forms and return them to our Volunteer Coordinator we will contact you within 7 days. If you do not receive a call or email, it doesn't necessarily mean we don't need you. We always need volunteers! We just may not have any work that is needed immediately. We will keep your application on file and contact you when we need you.

VOLUNTEER APPLICATION SUBMISSION INSTRUCTIONS

Please retain Volunteer Handbook for your reference.

Please return the following forms by *(found online at: <http://sksfcolorado.org/get-involved/volunteer-opportunities/>)*

Fax: (719) 447-9482 Attn: SKSF Volunteer Coordinator

Email: sksf@sksfcolorado.org

Or

Mail:

Special Kids Special Families
Attn: Volunteer Coordinator
1915 Aerotech Drive, Suite 100
Colorado Springs, CO 80916

1. **Volunteer Application** *(can be found online at: <http://sksfcolorado.org/get-involved/volunteer-opportunities/>)*
2. **Signed & dated Volunteer Policy**
3. **Signed & dated Photography/Confidentiality Statement**
4. **Signed Liability Waiver**

If you have any questions, please feel free to contact the Volunteer Coordinator at 719-447-8983 or email us at sksf@sksfcolorado.org.