

Volunteer Policy

Volunteers are critical to the Korean Community Center (KCC) to develop and maintain essential programs and services that help empower the community to be independent and healthy. We strongly believe that volunteers can make a positive difference to the community and to themselves.

Volunteers are available in the following areas:

Teaching Assistant, Office Assistant, Summer Camp Assistant, Kitchen Assistant, Special Events Assistant, Gallery Assistant, Library Assistant, Instructor for Adult & Children Program, Health & Social Program, Special Project Program, Heritage Program, and Graphic Designer.

Procedures

- All volunteer applicants need to complete a volunteer application.
- We will review your applications to determine your suitability to the volunteering areas you apply for.
- Volunteer(s) will be interviewed by each department's director and assigned to a specific role.

Training

- Volunteer assignment or program training is provided by the supervisor for a particular placement.

Record Management

- The Volunteer Sign-In sheet must be filled out and approved by the supervisor.
- Supervisors must be notified of any absences in advance or as soon as possible.

Youth Volunteer

- Parent's signature is required for volunteers under 18 years of age before volunteering.

Recognition

- Volunteers can apply for the president Volunteer Service Award based on their hours of service in one fiscal year(1/1-12/31). Minimum 100 hours are required to apply for the award.
- Volunteers must fill out a 'Volunteer Sign-In Sheet' to be recognized.
- KCC conducts an annual recognition event to show appreciation for all volunteers(Only apply to Adult Volunteer).