

THERAPEUTIC ADVENTURES - THE VOLUNTEER PROCESS



THE VOLUNTEER PROCESS

- Decide how you would like to be part of **Therapeutic Adventures, Inc.** as a volunteer. There are many different ways you can use your skills and professional expertise to serve others.
- Contact **Therapeutic Adventures, Inc.** to discuss the type of commitment you can make. **Register to be a TA Volunteer!**
- Participate in: (1) TA Volunteer Orientation, and (2) TA Volunteer Training.
- TA administrative staff, Executive Board Members, Advisory Board members and Committees (see Company Info) are responsible for scheduling and planning activities and events to promote the development of **Therapeutic Adventures, Inc.**
- TA administrative staff is responsible for scheduling all adaptive outdoor programs, and instruction/guide services (individual/private, semi-private, and group) that are offered as a function of **Therapeutic Adventures, Inc.**
- Once adaptive outdoor program services are scheduled and confirmed, TA administrative staff will send out an e-mail **"Request for Volunteers."** This email will specify the following: (1) type of adaptive outdoor program, instruction/guide services; (2) necessary volunteer qualifications, type of lesson (Phase 1, Phase 2, and Phase 3) and number of volunteers needed.

THERAPEUTIC ADVENTURES - THE VOLUNTEER PROCESS

- We ask that you respond the "***Request for Volunteers***" as soon as you know the dates and time that you can commit to a TA program. This allows us to plan accordingly.
- TA Administrative staff and Volunteer Program Directors (PD's) will be in touch with you several times via: (email, text message or phone) to provide logistical details prior to the beginning of a scheduled adaptive outdoor program. You will be notified at least 24 hours in advance whenever possible to discuss final transportation arrangements. If you do not ride with a group of volunteers, the Volunteer Program Directors will let you know what time and where to meet at the program site.
- In general, all volunteers should arrive one hour before the first instruction session, unless otherwise notified to: get assignments, go over client registration information, and to get equipment ready.
- We ask that you please **Sign In/Sign Out** in our Volunteer Registration Book and record your hours for the day. This also allows us to manage staff/volunteer scheduling throughout the program and for future.