

Volunteer handbook

SANTA MARTHA FOUNDATION

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1. PRESENTATION

The Santa Martha foundation, through the Casa Hogar “Villa Martha” – Luz de una Nueva Vida -, works for the protection and well-being of the Peruvian youth in order to offer these children the possibility to count on a place where they can live and prosper away from the negative situations which surround them. Whether those are caused by their parents and families or whether those are in need of socio-economical help, the foundation provides their children with a better level of life. The carried out work requires the help and support of all persons of good will and spirit, ready to share their time, qualities and energy for the benefit of the Peruvian children. That is why the “Casa Hogar Villa Martha” welcomes and thanks the presence of volunteers who want to be part of this project for the benefit of the Peruvian youth.

This manual contains the general ideas of the work and role of the volunteer inside the “Casa Hogar Villa Martha”, with the will to offer advice if necessary so that all who aspire to participate to this project can have a clear idea on what is expected of them in our Casa.

2. JUSTIFICACION

The volunteer work is fundamentally rooted in the idea of the existence of people with a great heart who surpass the barriers of the “I” in order to live life through altruistic intentions as well as sacrifice in favor of the less fortunate.

This belief motivates the will and desire of the founders of the "Casa Hogar Villa Martha" which motivates us to keep the confidence that we can count on the unconditional support of people of every race, creed or nationality, who feel this intense desire to serve in a special way, childhood and youth in adverse conditions.

We firmly believe that in all places of the world there are great and generous people who are willing to share their time, knowledge and skills with the children we host in our Casa Hogar.

For this reason the Foundation Santa Martha’s doors are always open to all those people who would willingly assist and collaborate in this work for children. For this reason we are motivated to provide clear and precise guidelines so that this so-called “aid” can be positive and contribute effectively to the integral development of all children and young people accommodated , which is our first and ultimate goal for our being.

3. VOLUNTEER PROFILE

According to the principles and objectives of the Santa Martha Foundation, the kind of volunteer on which the Casa Hogar can rely on is a person:

- With high ethical, moral and spiritual values
- Unselfish, honest and sincere
- Optimistic, friendly and helpful
- With a high sense of responsibility and performance
- Creative, proactive and with initiative

- With the ability to adapt to a different culture and different customs, such as the rules of the Casa.
- With qualities or talents that can be shared
- Willing to give more of what is required and expected of
- With the ability to manage conflict situations and resolve them.
- Willing to make and receive constructive criticism and positive suggestions.
- With a positive attitude for the Casa Hogar (good mood, availability, friendliness, willing to dialogue, etc.).

4. SCOPE

The Casa Hogar "Villa Martha" tends to the integral development of children and young people accommodated, which is why we promote learning for all young people.

In this way the Casa Hogar in the development of its project relies on the lessons that its members can receive and bring, with the help of volunteers in the operation of our institution.

A volunteer coming to the Casa Hogar can be part of different working teams if his skills and knowledge are combined with the daily chores of the house.

Tasks in which the volunteer can participate to help the functioning of the casa are:

* Cooking workshop: any volunteer can help us by working in food preparation or, if it holds gastronomic knowledge, assist the kitchen staff and / or young people to prepare recipe and / or food preservation.

* Bakery workshop: In this area, any volunteer can follow the group of youngsters preparing bread for daily consumption or, if he has knowledge or experience in this task can contribute in leading the group.

* Sewing: the Casa Hogar has a small sewing room in which it manufactures much of the clothing necessary for the operation of the casa and for its children. This task welcomes all volunteer who have basic knowledge in cutting and tailoring and is willing to share his time and talent with the children.

* Workshops for academic upgrading and strengthening: One concern of the Casa Hogar is for its children to hold an excellent academic level in their studies and to remove the gaps that some children may have due to psychological or health problems; For this reason, we offer advice to our students for school work and academic reinforcement to those who present difficulties, especially in mathematical tasks and communication.

In this field we welcome all those who have teaching experience or who have teaching abilities, such as for a foreign language, by helping us prepare the children to conduct workshops in material that language.

* Other fields of work: The Casa Hogar leaves its door open to any volunteer who wants to share his/her talents / skills with the children. For this reason, the volunteer can propose, prepare and introduce the realization of a workshop in connection with his knowledge or occupation; so it is possible to produce computer courses, first aid, carpentry , patisserie, crafts, general culture, etc... among others.

5. STANDARDS OF CONDUCT AND COMMON LIFE

Like any institution, that reflects the spirit of its members, the Casa Hogar's standards of conduct and common life tends towards the proper functioning of the Casa for good harmonious living of all staff and children.

Any volunteer who comes to the Casa Hogar must be willing to accept and comply with these standards and not bring any prejudice or affect the harmony and coexistence of all activities of the Casa Hogar.

These standards the volunteer must comply with are:

- Whatever the professed religion, volunteers must maintain an attitude of respect for religious activities held at the Casa Hogar.- Respect of all members of the Casa Hogar.
- Observe and follow the decisions taken by the personnel responsible for the Casa Hogar.
- Respect of the privacy, confidentiality and freedom of the children and staff of the Casa Hogar.
- No indecent/disrespectful/morbid behavior/attitude towards the children.
- Respect the learning and development of the children in the bringing of values such as respect, honesty, discipline, responsibility, teamwork, hygiene and sense of belonging.
- Ensure the conservation and proper use of facilities, goods and materials of the Casa Hogar.
- Be present during days of duty
- Request permission to the person in charge to leave an return to the Casa at the scheduled time.
- Do not leave the Casa Hogar with children, nor go into the garden or the barn without the permission of the person in charge.
- Do not drink alcoholic beverages during the period of your volunteering.
- No smoking inside the institution or in the presence of young people.
- If a couple of volunteers have a somewhat sentimental relationship, the couple must abstain themselves from tactile manifestation in the presence of the children.
- Provide practical and effective assistance in all activities of the dorm which will be assigned to the volunteer.
- Perform the tasks in the Work Plan set.

The Casa Hogar welcomes suggestions and constructive criticism from the volunteers and hopes they will be ready to maintain an attitude of constant dialogue with the guidelines. The aim is to improve daily work and general operation of the Casa. The Casa Hogar is always open to listen to the concerns and give orientation to the volunteers so that they can feel well received and capable of achieving a more effective work.

6. SCHEDULE OF ACTIVITIES

Time	Activity
5:30 Y 6:00AM	Waking up and monitor the cleanliness of the Children.
7:00 AM	Serving breakfast to Children.
7:40 AM	Take the Children to school.
9:00 AM	support in workshops Bakery, Cooking, Sewing and Computing.
12:00PM	Bringing Children to school. Monitor your grooming.
1:30PM	Serving lunch to Children.
3:30 PM	Supporting academic workshops.
5:30 PM	Participate in recreational activities with the Children.
7:00 PM	Serving dinner to Children
8:00 PM – 9:30 PM	Free Time.

7. WORK PLAN

After being welcomed in the Casa, all volunteer must develop a personal work plan in which they will determines the scope of where and what they want to contribute, in accordance with their abilities and knowledge, to the work of Casa Hogar.

This work plan should be presented to the person in charge of volunteers. After consultation and review of your work plan, the necessary steps will be taken.

It is necessary to take into account that the work of the Volunteer in the Casa Hogar is a difficult and demanding task that requires a willingness to work for more than 10 hours, as it is presented on our web page. For this reason the Volunteer must consider that his work begins when the children wake up until they go to bed, see below.

8. VOLUNTEER EVALUATION

It is important to present the significance of a paper made for volunteers and their daily work to this Casa. This task is continually evaluated by the directors of the Casa Hogar in order to make it more effective and of better quality.

This so-called evaluation and monitoring wants to carry out the work, behavior and shared life within the Casa of each volunteer, his contribution to daily work but also his suggestions to the necessities of the Casa Hogar.

The result of this evaluation gives the volunteer the opportunity to integrate again the Casa Hogar if they wish to.

This evaluation and monitoring is carried out taking into account the performance, behavior and coexistence within the house of each volunteer, his/her contribution to daily work, as well as suggestions and the needs of the Casa Hogar. The result of this assessment will determine the stay and continuity of the volunteer's practice and / or the possibility of being welcomed again as a volunteer.

The highlighted aspects in this evaluation will be:

- General Attitude and behavior Volunteer with children, and staff
- Respect of the Casa common life standards and conducts
- Effective implementation of the Work Plan
- Real and actual value of his contribution to the daily work of the Casa