

# REAL LIFE VOLUNTEER MANUAL

## MISSION OF REAL LIFE

Real Life is a peer-mentoring program with a life skills curriculum—benefiting underserved youth in the Salt Lake area, Youthline Service Year students, and other community volunteers.

## STRATEGY

Our goal is for all involved with Real Life to have the necessary skills to make positive changes in their lives and communities. We use cooperative, community based, and student-directed educational strategies to connect youth with our curriculum of financial literacy, job/career/college preparation, cultural exchange, health and nutrition, and civic engagement.

## PROGRAM OVERVIEW

## HISTORY

Started in February 2010, Real Life is an after-school tutoring and life skills mentoring program that partners Youthline with Promise South Salt Lake, Promise Millcreek, Refugee & Immigrant Center - Asian Association of Utah, Salt Lake City School District, and Granite School District. Our partners' community centers are ideal places to integrate programs aimed at supporting and empowering the refugee teenage population in the Salt Lake area. In the 2010 pilot year, Youthline provided 15 volunteers mentoring 20 refugee youth. Real Life has now expanded to twelve after school programs reaching over 400 refugee teens.

## REAL LIFE PROVIDES UNIQUE LEADERSHIP OPPORTUNITIES FOR UTAH YOUTH

Volunteers work with trained interns to design and teach the lessons and activities. Volunteers will dedicate at least 40 hours throughout the year, supporting the intern to facilitate lessons and helping students develop life skills.

## ROLE OF VOLUNTEER

## GENERAL EXPECTATIONS

### I, the volunteer will:

- Commit to a regular day to attend your Real Life site
  - If there is a valid reason for absence or tardiness, please inform your site intern as soon as possible so that your responsibilities are covered
- Attend all training sessions throughout the Real Life year.
- Arrive at your assigned site on time.
- Support the Intern and Supervisory Site Staff by helping Real Life start promptly and fill the two-hour slot.

- Help clean up the last 5-10 minutes of the day.
- Attend and provide feedback during the daily debrief meetings with site Intern.
- Work with Intern to make sure service hours are recorded and verified.
- Dress appropriately (shorts must go to fingertips, shoulders covered, not tight, etc.) This goes for men and women.
- Not email, text, Snapchat, etc. while at Real Life.
- Not post pictures of local teens on personal social media accounts or befriend local teens on social media accounts during the Real Life Service Year.

## WORK WITH REAL LIFE INTERN

You will be trained by the Real Life Intern, who is overseen by the Program Director, to prepare for the task of mentoring and empowering the teens at Real Life. You will learn leadership skills, teaching strategies, and lesson planning skills.

With the support of the site Intern, you will facilitate lesson plans based from the Real Life curriculum map throughout the year to teach at your site. Occasionally, this will be in collaboration with some of the teens at your site so that they can offer their insight and perspectives.

## WORK WITH PARTNER ORGANIZATION’S CENTER MANAGERS & SITE STAFF

Each site has a site supervisor who is an employee of Promise South Salt Lake, Promise Millcreek, the Refugee & Immigrant Center - Asian Association of Utah, Granite School District or Salt Lake School District. You will work with them to help the site Intern keep things running smoothly at your site.

## REFUGEE TEEN MENTORSHIP

Real Life volunteers will proactively engage with the other teens at your site. You will work with, connect to, and support them. You will make sure that any teens at your site feel safe and included. Be their friend, learn from them about their life experiences, and have a joyous time! Avoid clumping with other volunteers. Get out of your comfort zone and interact with the local teens – they have much to offer you.

At Youthline, we strive to make sure that our interactions with the local teens are not condescending in any way. Lessons and activities should be thoughtful and respectful. Do not assume that students don’t know things. Ask questions, treat them as you would expect to be treated if someone were mentoring you.

## PROJECTED CALENDAR

### SEPTEMBER – NOVEMBER

- Orientation, learn background information on demographics, and expectations while volunteering
- Trainings on lesson planning, classroom management, communication strategies, etc.

### NOVEMBER-MAY

- Real Life program in full swing from December through May

## JULY

- World Refugee Day on Saturday
  - This is fun-filled day where the mainstream public and the vibrant refugee community come together to have an enjoyable time.
  - You and your families are invited to the fun!

## DAILY CHECKLIST

- Be on time
- With 5-10 minutes remaining, help with clean up
- Attend and provide feedback during the daily debrief meetings with site Intern.
- Be respectful, engaged, and supportive of activities and staff
- Dressed Appropriately
- Connect to the local teens I am mentoring
- Send service hour verification (if needed)

## VOLUNTEER BEST PRACTICES

- a. Be role models of attentiveness and involvement in the lesson.
- b. Be positive and encouraging about the activity.
- c. Be actively engaged in the activity, not speaking with their friends who are also volunteering at the lesson.
- d. Don't be afraid to give verbal reminders to students to pay attention (“Shhh” or “Let’s pay attention, please.”)