



## VOLUNTEER ORIENTATION



Champaign-Urbana Special  
Recreation  
Hay Recreation Center  
1311 W. Church St.  
Champaign, IL 61821  
Phone: 217-239-1152

CUSR is an intergovernmental cooperative made up of Champaign and Urbana Park Districts that was founded in 1985. CUSR provides year round leisure and recreation opportunities for children and adults with disabilities.

Volunteers are an integral part to successful programs. All program areas accept volunteers that have completed the orientation process.

CUSR exists to ensure that people with disabilities within our community have access to a full range of recreational services. We create equal access to recreation, which is integral to a higher quality of life. We create awareness and advocate acceptance of people with



**Jacob Meyer:** Manager  
**Christina Mott:** Youth and Teen Coordinator  
**Kyle Shartzner:** Athletics & Volunteer Coordinator  
**Grace Rolnicki, CTRS:** Inclusion Coordinator

[www.cuspecialrecreation.com](http://www.cuspecialrecreation.com)

## CUSR Program Areas

CUSR offers a variety of programs for individuals with disabilities.

### Youth & Teen Programs

- Afterschool
- Summer Day Camp
- School Break Camp
- Special Events

### Adult Programs

- Cooking & Baking
- Bingo
- Karaoke & Dancing
- Community Outings
- Hays Hangout
- Special Events
- Dances
- Day trips
- Overnight Trips
- And more

### Athletic Programs

- Fitness Programs
- Frunner Club (Running Club)
- Special Olympics
  - Aquatics
  - Basketball
  - Bocce
  - Bowling
  - Flag Football
  - Power Lifting
  - Softball
  - Track & Field
  - Volleyball



## Americans with Disabilities Act

CUSR Complies with the Americans with Disabilities Act (ADA) which prohibits discrimination in the basis of a disability. CUSR will make reasonable accommodations in recreation programs to enable participation by an individual with a disability who meets essential eligibility requirements. The recreation program offered by CUSR will be available in the most integrated setting appropriate for each individual.



## **Staff to Participant Ratio**

- CUSR has a 1:4 staff to participant ratio, but volunteers will never be counted into the ratio. There will also always be at least two staff at each program. Volunteers will never be asked to supervise participants without a staff present.

## **Person-First Language**

- Perceptions of others are greatly influenced by the choice of words you use. Use terms that focus attention on the individual as a person first, and only second, as a person with a disability.
  - For example: Instead of saying that Autistic boy, say that boy with Autism.

## **General Considerations for Disability Etiquette**

- When talking to someone with a disability, speak directly to that person.
- Treat adults as adults.
- When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user's eye level to spare both of you a stiff neck.
- Offer assistance to a person with a disability if you want to, but wait until your offer is accepted before you help, and listen to any instructions the person may want to give.
- Be considerate of the extra time it might take for a person with a disability to get things done or said.

## **Confidentiality Clause**

- Each individual has the right to privacy. Many things can happen during a program that could be private or embarrassing. Please keep all last names out of conversation with friends and family. You never know when another participant, family member, or friend could be around you, and overhear what you are saying. Always be aware of your surroundings, and how you say things.
  - If something positive happens while at a program, feel free to share the story, but again do not use last names.

## **Volunteer Dress and Appearance**

- Please dress for your surroundings. Proper footwear (closed-toed shoes) must be worn at all times. Clothing must be neat. Shorts may not be cutoffs, or below the finger tips. Shirts must not reveal midriff, or have spaghetti straps. No alcohol or tobacco advertising may be on any of your clothes, and that includes bar crawl shirts.
  - Dress for the program – if athletics come ready to participate, if a dance wear something a little nicer
  - Nothing revealing (I always say if you weren't allowed to wear it in middle school, don't wear it here)

## **Smoking**

- No smoking at the program sites, or when working with participants.

## **Use of Intoxicants**

- No volunteer may consume, or be under the influence of any intoxicant while at program. The volunteer is responsible to inform his/her supervisor immediately of the use of any prescription drug which could impair the volunteer's ability to function mentally or physically.
  - If you had a night out the evening before a program, please be aware of your condition and ability to appropriately interact with participants. It is better to not come in than to not provide a meaningful experience. You do not have to tell me why, just email saying you are not able to attend the program.

## **Volunteer Health and Safety**

- A volunteer injured on the job must notify his/her supervisor as soon after the accident as possible. An accident report must be submitted, complete in detail, within 24 hours and returned to the CUSR office.
  - Even if you think it is something minor, please tell a staff member immediately. They can help take the necessary steps to help, and assist with the report.

## **Participant Health and Safety**

- Volunteers should report any injury of participants to program staff immediately. A volunteer SHOULD NOT administer First Aid, even if they are trained. Staff have been trained in First Aid/CPR and in the Blood borne Pathogen Policy.
- Volunteers should take precautions to avoid contact with blood or body fluids.
- Should an injury occur at a program site:
  - If the injury is minor (abrasions, minor cuts, etc.) first aid will be provided by staff present, or may be applied by injured individual.
  - If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situation as needed.
  - If blood is visible on any part of the participant's/staff's clothing, that part of the clothing must be removed and replaced with clean clothing. Participants/staff will not be allowed to return to a program with blood on their clothes.

## **Participant Discipline**

- CUSR staff are the only ones that may administer discipline (consequences for behavior). Volunteers may encourage appropriate behavior and redirections. At no time will there be physical punishment from staff or volunteers.
  - This will typically not be an issue with adults, but may occur with youth/teen.
  - If discipline is needed let staff handle this situation because they have built relationships with the participants and will know how they react to certain things.

## **Sign-Up**

- To sign-up for a program volunteers must contact Kyle at least one week before the program is to take place.
  - Sometimes volunteer slots fill up, or programs are canceled, so a week leaves enough time to communicate this information.
- Volunteers MUST inform Kyle if they will be attending a program. Staff are always informed if a volunteer will be present, so if they do not know, the volunteer will be sent home.

## **While at Program**

- When volunteers arrive at a program, they should always notify a staff member, and introduce themselves.
- There will be a sign in sheet in the program binder that volunteers must fill out.

## **Have Fun!**

- We strive to make each experience you have with CUSR a great one. We want you to feel comfortable with what you are being asked to do. Every effort is put into matching each volunteer with a participant that will have similar interests and both work toward the same goals. If the match does not work for you, please let us know so that adjustments may be made. We want to keep you and the participant happy and stress free.

## **Volunteer Coordinator**

- Kyle Shartzter
  - [Kyle.Shartzter@champaignparks.com](mailto:Kyle.Shartzter@champaignparks.com)