

HOLT ILSAN VOLUNTEER PACKET

Thank you for your interest in serving as a volunteer to help the residents at the Holt Ilsan Center. You are probably wondering how you will fit in as a volunteer, how you will live, and what you will be doing. We have put this packet together to help you decide whether or not you wish to participate as a volunteer at this time. This packet includes very important information for the volunteer; therefore, please take the time to review the information carefully. If you have any questions regarding the information contained in this packet, please do not hesitate to contact Holt International Children's Services.

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1. APPLICATION PROCESS

If you have any questions regarding volunteer opportunities at Ilsan, please contact or write to:

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Director of Programs for Korea
Holt International Children's Services
P.O. Box 2880 (1195 City View)
Eugene, Oregon 97402
Tel: 541-687-2202 ext. 108
Fax: 541-683-6175
Email: paulk@holtintl.org

The following documents are part of the application:

- Resume or life history, including education and employment.
- Letter stating your interests for volunteering and your relationship to Holt.
- Statement of faith, regardless of religious belief.
- Letters of Recommendation. (Holt will send forms to them directly.)
- Volunteers from other American or European organizations need a letter from their respective agencies.
- Two current photos of the volunteer.

Korean adoptees and Holt adoptive families are given preference, but anyone is welcome to apply. The volunteer period is two to three months and the need is greatest during the winter months. Summers generally fill up quickly.

2. BACKGROUND AND EXPECTATIONS

Please note that Holt Children's Services of Korea and Holt International Children's Services in the USA are two separate agencies. They were one agency until 1977, when the Korean law required them to separate.

Background

In 1955, Harry and Bertha adopted eight Amerasian children from Korea and with much love brought them into their home in Creswell, Oregon, USA. This was the beginning that forever changed the face of intercountry adoption worldwide. Thanks to the Holts thousands of children have found permanent homes through adoption, and many special individuals have a home at Ilsan (Please read the enclosed pamphlet for more information on Holt Ilsan). Both Harry and Bertha Holt are buried at Ilsan. Their daughter Molly Holt has lived there since the 1960s.

Readings

The more you know of Holt and the Korean language and its culture, the easier time you will have when you arrive and adjust at Ilsan Center. Here are some suggested titles.

Books published by Holt International (You may order these from Holt's website, www.holtintl.org, or by phone (541) 687-2202):

- *Seed from the East*, 1956, by Grandma Holt, describes how the Holts adopted eight children from Korea in 1955. This led to the Holts forming the Holt organization to help other children to be adopted.
- *Created for God's Glory*, 1979, by Grandma Holt, describes Holt Ilsan Center and the residents at the center.
- *Bring My Sons from Afar*, 1986, by Grandma Holt, stories from the early days of the Holt program.
- *Who Will Answer...*, 2006, the story of Dr. David Kim and his work with Harry Holt to build the Holt program in Korea, and later around the world.

Other suggested reading:

- *Culture Shock: Korea*, by Sonja Vegdahl Hur, Ben Seunghua Hur. ISBN: 1558681078. A bit dated, but many fascinating bits of info about Korean culture that are still relevant.
- *Communication Styles in Two Different Cultures, Korean and American*, by Myung Soek Park. ISBN: 8-934-80358-4. This one will be hard to find, but it is well worth it.

Travel books, such as those published by the Lonely Planet and Fodors can also provide you with general information about Korea.

The Volunteering Spirit at Ilsan

The volunteer spirit is very much alive in Korea. You will see church groups, women's clubs, company organizations, students, soldiers and individuals all giving their time to assist Holt Ilsan. They volunteer weekly, monthly, or sometimes just once. Their contribution is invaluable to Holt. Volunteers from overseas who can commit to 1 to 3 months of work are especially welcome. They enable Holt to operate valuable programs that require daily supervision.

Presently volunteers are mainly responsible for the Activity Center, which allows some of our more profoundly disabled residents the opportunity to get out and about, as they may not otherwise have the opportunity. This program is run in the morning and afternoon. As this does not fill up the working day, volunteers' extra time may be spent helping to correct English translations for the office, physical therapy, vocational therapies, or whatever your talents/interests are. You will need to ask our volunteer coordinator to help you get involved in these extra activities and any contribution is much appreciated.

Volunteer Activities

You will put together your daily schedule during your first week at Holt Ilsan. It may change as time passes and according to your special interests and skills. Some things are daily events and other things are short term or a few times a week. Here is a list of some descriptions and possibilities of volunteer work at Ilsan:

- **Activity Center:** This is the primary volunteer activity that you will be involved with during your stay. You and other volunteers will take a group of about seven of our most severely disabled residents for various activities for about two hours every morning and/or afternoon. Generally, it will be some activity with the residents and some time for a snack. A special room has been prepared for this purpose.
- **Tours of Ilsan:** We have many foreign visitors at Ilsan. You may be occasionally asked to give visitors a tour of the center. Of course you will be trained before you are assigned to provide the tour.
- **Translating and Teaching English:** There are many letters and other documents that need to be translated from Korean to English by our translator. After they have been translated you may help proofread the materials and also help with other tasks in this regard. You may also be asked to help teach English to some of the staff, teachers, residents, or others.
- **Short and Long Term Projects:** There are all kinds of projects that need to be accomplished at Holt Ilsan. Some of these may include research, computer programs, caring for a child in a hospital, or even teaching a resident to swim.
- **Early Education:** Groups of our youngest disabled children are given exercises or education by volunteers.
- **Physical Therapy:** The physical therapist at Holt will assign volunteers to work with given residents for a half an hour each weekday. The volunteer will be given specific instruction and shown what to do with the resident.
- **Vocational Workshop:** A large number of the residents work on a variety of crafts at the workshop. Volunteers will assist the resident as needed.

Hours

Weekday hours are normally from 9 to 5 with a lunch break. Weekends are free and there are many wonderful opportunities to sightsee or get invited on trips. Some volunteers enjoy taking residents with them on trips, shopping, or to participate in various activities. This is wonderful for residents; just be sure to get permission from their housemothers or those in charge.

Our volunteers have been the mainstay of our Activity Center, which involves providing daily life activities for our most severely disabled residents. Here is a sample daily schedule:

9:20 AM	The volunteers meet with the volunteer coordinator.
9:30 AM	The volunteers then pick up the residents from their homes and take them to various locations in or outside of our center and feed them a snack and help with various activities. (If you are unable to attend a session, you need to inform the coordinator in advance so he can inform the residents). Occasionally a volunteer may be asked to give visitors a tour of the center.
11:30 AM	Residents are returned to their rooms and volunteers go to lunch (either at Molly's house or on their own).
12:00 PM	Some volunteers enjoy playing sports in the gym, help to correct English, teach, or learn Korean.
1:30 PM	The afternoon session of the Activity Center begins with a different group of residents, with some type of activities and snacks. The volunteers need to check in with the coordinator again for the afternoon session.
3:30 PM	The residents are returned to their rooms. Some volunteers will help with Physical Therapy, the Rehabilitation Center or other tasks. You may use this time to visit residents in other homes.
5:00 PM	Supper, free time.

Expectations

Who is Welcome? Everyone is welcome to visit Holt Ilsan Town! However, in the case of overseas volunteers who would like to stay here for one to three months, we are looking for certain qualities that will assure us that the volunteer's stay will be mutually beneficial, productive, and fulfilling. Dedication, flexibility, and adaptability to surroundings and situations are necessary qualities in any volunteer. Adoptees are given preference, but we welcome anyone to apply. It is most important to be self-directed and use initiative, as no one will be looking over your shoulder. If you have ideas about how to implement or improve programs, just let us know. We are also looking for people who will respect the very real differences that exist between Western culture and the conservative culture of Korea. In addition, Holt Korea is mainly a Christian organization, and thus we ask that you respect our standards. You need to be able to speak English or Korean and to be able to care for yourself, your money, and be able to perform difficult physical duties, like pushing a wheelchair up a steep hill. (We have many here at Ilsan). If you come to Korea with an open, adaptable mind, your stay at Ilsan will be much more comfortable and enjoyable.

** When volunteers arrive, he or she must attend the first available chapel session (Monday 9:00 AM) to be formally introduced to staff members.*

So what exactly are these standards? We require that you don't smoke, drink, or engage in any sexual activity during the volunteer period (even though you may be invited to do so). We require that you refrain from using foul or intemperate language. Younger volunteers should inform someone of their whereabouts if they leave Holt property during their off time. Dating is not allowed during the volunteer period. Please remember that if you decide to volunteer here, you are expected to behave with decorum and respectfully participate with others in cross-cultural events. This will not only preserve your reputation, but it will leave the path clean for future volunteers; so that the volunteer program can continue to contribute in only the most beneficial ways to life at Ilsan. If there are male and female volunteers at Ilsan during the same period, we understand that it is a good opportunity to meet new people and often volunteers want to spend time together, alone. But this is not the place to do so. If you follow the simple rules we have outlined, there should be no confusion or problems. We appreciate your understanding. We want to respect those we work with and, most importantly, maintain the residents as our main priority.

-The upstairs level of Molly's Home is only for female volunteers.

-Male and female volunteers can see each other in Molly's living room or the lounge in the Memorial Hall.

-Volunteers are not allowed in rooms with the opposite sex. Korean custom frowns upon displays of affections between opposite sexes. Please respect this and be good examples to our staff and residents.

*** If you are a professional coming to volunteer (i.e., dentist, doctor, physical or occupational therapist), as indicated on your application, please correspond directly with our coordinator (holt_translator@yahoo.com) as soon as possible. Special arrangements may need to be made, and if specific items or tools are needed, the staff needs time to prepare those things prior to your arrival.

3. PREPARATION

Visa and Passport

Everyone needs to have a passport in order to travel to Korea. US citizens need a 90-day tourist visa if staying in Korea over 30 days (remember one month is a minimum).

Persons born in Korea (such as Korean adoptees) are eligible for a F-4 visa, which is good for two years and can be obtained in the US or in Korea. This visa will allow for longer continuous stays, and for opening bank accounts and other activities. **If you wish to stay for a longer period of time than your visa permits, you must leave Korea to have your visa renewed.**

Health

Check with your health care plan to confirm that you have appropriate coverage for you planned stay in Korea. Get specific information from them as to what to do if you have a medical emergency or health care need for reimbursement or payment by them. You are

not required to receive vaccinations prior to your trip, but we suggest the vaccinations for Hepatitis A and B, as you may be exposed while volunteering. Please consult with your personal physician about this prior to travel. Please prepare well in advance, as the Hepatitis vaccinations are a series of injections that take place over a period of several months. If you take prescription medicine, you should bring enough with you for your stay. It is relatively easy to obtain many prescription medicines at pharmacies in Korea, but be sure to have a copy of your prescription and the generic name with you.

Travel Arrangements

Comparison shop for your international tickets, as prices can vary widely. We strongly suggest using a travel professional with overseas travel experience, or contacting the airlines directly. Use of Internet based travel companies may sometimes yield slight lower fares, but they can also be very difficult to work with when making changes to your travel plans once you are overseas. Make sure that you get contact numbers that you can call from Korea for assistance in the event you have to change your travel plans.

Escorting

If you are over 21 years in age, you may volunteer to escort a child to his or her adoptive family in the United States. If you are hoping to escort be sure to consult with Holt International in the USA prior to making your travel plans. Please keep in mind that escort opportunities are not guaranteed and may be limited, and all escort arrangements are made by Holt Children's Services in Korea. Escort opportunities will depend greatly on whether there will be a child ready to depart for your destination at your time of travel. Unfortunately, escorting usually cannot be planned two to three months ahead of time, for the simple reason that the Seoul office cannot be sure that a baby will be ready for adoption on the volunteer's departure date. Once you arrive in Korea, you may discuss opportunities for escorting with Holt staff. Currently, escort opportunities are non-reimbursed, and on a volunteer-only basis.

Language Study

Not as many Korean people speak English outside of the big cities. Many Koreans will understand more English than they can comfortably speak. Knowing a little bit of the Korean language can go a long ways in making your stay more fun. You may wish to buy a tape to help you learn a few Korean words and phrases. Many libraries also have language tapes. There are also language books at Ilsan, and you can easily find staff members and residents who will help you to learn Korean.

4. LIFE AT ILSAN

As a volunteer at Ilsan, Holt Children's Services will provide you with room and board. You should bring money for your personal expenses, such as shopping, travel, eating out, international calls, etc.

Food

A western style breakfast is usually served at Molly's house at around 7:00 AM. The other meals at Molly's house come from the main kitchen. They consist of rice, soup, usually two side dishes (generally vegetables), and kimchi. Korean style seafood is

frequently served. Western food items are available at local shops, and there are Western fast-food places nearby. Even if you enjoy Korean food, you will probably spend quite a bit of money for “extras.” Molly makes weekly trips to a nearby E-Mart. Molly provides volunteers \$10.00 weekly for groceries. Volunteers may go along with her to do their weekly shopping. Cooking facilities are available in the various living quarters at Ilsan.

Lodging

Bedding, towels, soap, toilet paper, and other necessities will be provided for you. Some volunteers may stay in Molly’s house, which is very busy. Private bedrooms are not guaranteed, and during the busier months you will likely have a roommate. You may be in a room at the Memorial Hall or in one of the small apartments at Naomi House.

Ilsan Neighborhood

From the Holt Ilsan Center, it is a short walk to the post office, exchange bank, supermarket, convenience store, hair salon, video rental shop, Korean restaurants, and a few familiar places, such as Pizza Hut and McDonalds. You can also catch a bus to other locations in Ilsan and also to Seoul (about an hour trip). A short taxi ride will take you to the subway station. The subway goes throughout the Seoul area. It is about a 15-minute walk to the Ilsan train station, where the trains leave every hour to Seoul.

Driving

An international driver's license is required if you plan to drive in Korea. It can be easily obtained at your local AAA office. However, we do not suggest renting a car. Driving in Korea is very different from driving in the USA, and can be quite frightening. You must be at least 20 years old to drive.

Packing

Most United States airlines allow two suitcases or boxes weighing 50 lbs each or less, plus one carry-on item per passenger ~ *check with your airline for specifics*. Keep in mind that almost everyone will end up with much by the time they leave after their stay in Korea. Large suitcases can be hard to store and still may not carry enough, so you may want to consider buying an expandable suitcase or large duffel bag while in Korea. They are inexpensive and can carry. There is a post office nearby where you can ship packages home easily and fairly economically.

SOME MISCELLANEOUS POINTS & REMINDERS (Please read carefully):

- We suggest that volunteers to bring about \$250-\$300 for each month of your stay. Traveler’s checks are safer and can be exchanged at the Korean Exchange Bank (only a short walk away). Many ATM cards from banks in the USA will work in Korea to withdraw cash (always in Korean Won). Many places accept Visa, MasterCard, and American Express credit cards. In case of an emergency, money can be wired directly to Molly’s bank account and she can easily transfer it to you.
- Expensive clothing, watches, or jewelry should be left at home, as well as any valuables that you are would not be able to easily replace.

- Ilsan has electric power adaptors that you can borrow – the ones from the US tend not to work well. The electricity in Korea is **220 volts**. You can buy most items you might need in Korea, but electrical items can be expensive.
- It is traditional to bring gifts for people who help you along the way (there will be many). Small boxes of candy, small jars of honey, or something typical from your hometown in the USA are fine. The thought is more important than the cost.

Bring clothes that will fit the season. Casual clothes are worn most of the time.

- Korea has four distinctive seasons, so pack accordingly.
Spring – March through May – cool and sunny, with some rain
Summer – June through mid-September – hot, humid and wet, monsoon season
Fall – mid-September through November – sunny and comfortable, with some rain
Winter – December through February – very cold and dry, with some snow
- Clothing: A light jacket is necessary during the spring and fall, lightweight and breathable fabric clothing is necessary during the humid summers (and an umbrella), and warm clothing is necessary in the wintertime. Also, please keep in mind that clothing styles are more conservative in Korea than in the West, though this is rapidly changing. People also tend to dress up more in Korea than in the USA. Cropped bare mid-drift tops, very short shorts, and other revealing clothing should not be worn.
- Koreans remove their shoes before entering into a room. Therefore, please bring at least one pair of slip-on shoes; it will save you a lot of time. Don't forget clean socks.
- You will need at least one nice outfit to attend the various events to which you may be invited, such as dinners, Holt Children's Services functions, etc.
- Bring a swimsuit (no thongs, or skimpy tops or bottoms please). There is a small pool at Ilsan and many public pools nearby.

ILSAN GENERAL INFORMATION

Mailing Address

Your address at Ilsan will be:

Your name

Holt Ilsan Town

Gyeonggi-do

Goyang-si, Ilsan-gu

Danhyun-dong, 41-1

The Republic of Korea

Telephone

There is a pay phone at Holt Ilsan Town from which you can make calls. You may use any major telephone calling card by using the access number. Korean telephone cards are easily purchased at Holt Ilsan Town (you can also buy calling cards specifically for international calls at local stores – you tend to get a better rate from these cards). It is also possible to rent a cellphone at the airport and pay the bill yourself. There is a computer with access to the Internet available for your use. In addition, there is a nearby PC room where you can use the Internet for about \$1 an hour.

Use these numbers for calls made from **outside** of Korea:

Molly's House	011-82-31-914-3308
Holt Office Ilsan	011-82-31-914-6631~4
Holt Office Ilsan Fax	011-82-31-914-1222
Holt Office Seoul	011-822-324-6509
Holt Office Seoul Fax	011-822-335-6319

Use these numbers for calls made from within Korea:

Molly's House	031-914-3308
Molly's Cell Phone	011-348-0513
Molly's Fax	031-915-8464
Holt Office Ilsan	031-914-6631~4
Holt Office Seoul	02-324-6509

Please bring these numbers with you when you come to Korea. You will need them if no one comes to meet you at the airport!

Cell Phones

Cell phones can be rented at Incheon International Airport. There are three global roaming centers. One is 1F Arrivals East area, another is 1F West area near Gate 10 and the other is 1F Arrivals West area. If you wish to rent a cell phone during your stay in Korea, the rates are currently as follows:

- For the first 10 days, rental is 3,000 won per day. From the 11th to the 30th day, the rate is 2,000 won per day. After 30 days the rate is 1,000 won per day.
- You can't purchase a cell phone unless you have a piece of Korean government-issued photo ID with a valid address.
- There is also a charge of 100 won per each 10 seconds on outgoing calls inside Korea.
- You are not charged for incoming calls.
- *Rates may change without notice, so please check at the airport before renting a phone.*

E-mail

Molly Holt's E-mail address is mollyholt@hotmail.com. Please feel free to ask her any questions that you may have before you come.

LIST OF ITEMS TO DONATE TO ILSAN (Optional)

Some volunteers ask about what items they could bring that might be needed at Ilsan.

This is totally voluntary and is not required, but always appreciated.

Multi-Vitamins (both children and adult)

Chewable fluoride tablets

Educational toys

Noisemaking toys that can be attached to wheelchairs

Large plastic bibs with pockets (toddler size)

Adult plastic diaper covers

Toddler plastic diaper covers

Back support belts for staff (small and medium sized)

Diaper pins

Hand lotion and waterless hand cleaner (they are expensive here and are always appreciated)