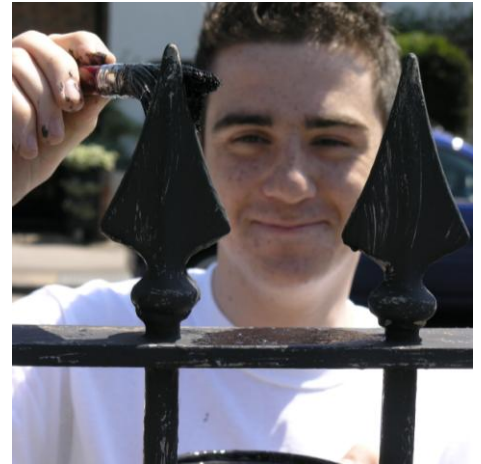




Help stop the violence.

Volunteer Application



FAMILY VIOLENCE PREVENTION CENTER OF GREENE COUNTY

Volunteer Opportunities

Why Volunteer?

The Family Violence Prevention Center (FVPC) is able to thrive because of the kind support of our volunteers. FVPC relies on volunteers to help fulfill daily, weekly and monthly tasks of the organization. FVPC is currently in need of volunteers to help in both direct and indirect service capacities. Whether you are interested in children, cooking or clerical work, FVPC has the volunteer opportunity for you!

How Can I Volunteer?

Administrative Support to provide clerical assistance including copying, data entry and answering phones in the administrative office when needed.

Childcare Support to provide support services to FVPC staff and childcare to children both living in the housing program and in outreach programs.

Cleaning Support helps with deep cleaning of residential and administrative areas.

Community Partners act as agency representatives at community fairs by providing general information about FVPC and domestic violence.

Grounds Keeper maintains the exterior of the facility including trash pick up, weeding, gardening and other care for flower beds.

Kitchen Support prepares, serves, and cleans up for lunch and dinner in our shelter.

On Call Moving Team assists with picking up household items being donated to FVPC and delivery of items to clients' new homes.

Special Event Support assists with FVPC fundraising and awareness efforts by serving on a committee and/or volunteering at events.

Tutoring provides educational assistance to children in various subject areas.

How do I Volunteer?

If you are interested in helping FVPC with any of these volunteer opportunities, please contact Cheryl Hainey, FVPC Community Development Specialist, at cheryl.hainey@violencefreefutures.org.

Volunteer informational sessions are conducted in March, June, and September and are necessary to becoming part of the volunteer family at FVPC.





Volunteer Application

Contact Information

Name	
Street Address	
City State Zip Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

Employment Information

Place of Employment	
Position	
Telephone	
Work Hours	

School Information (for student volunteers)

School	
Major	

Availability

During which hours are you available for volunteer assignments?

	MON	TUE	WED	THU	FRI	SAT	SUN	EXCEPTIONS
START								
END								

Interests

Tell us in which areas you are interested in volunteering

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Donations Coordinator | <input type="checkbox"/> Special Event Support |
| <input type="checkbox"/> Child Care Support | <input type="checkbox"/> Grounds Keeper | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Cleaning Support | <input type="checkbox"/> Kitchen Assistant | <input type="checkbox"/> Other |
| <input type="checkbox"/> Community Partner | <input type="checkbox"/> On-Call Moving Team | |

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Volunteer Interest

Summarize why you want to volunteer with FVPC.

Application Information

Do you have your own transportation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any medical limitations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been in a violent relationship?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Person to Notify in Case of Emergency

Name	
Street Address	
City State Zip Code	
Home Phone	
Work Phone	
E-Mail Address	

References

Name two references (professional, not related, manager or supervisor)

NAME:	TEL:	HOW KNOWN:
NAME:	TEL:	HOW KNOWN:

I give FVPC permission to contact the above persons.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Make a difference and help bring **HOPE** for a brighter future...

...**VOLUNTEER** at the **Family Violence Prevention Center!**

We're happy you want to be a part of Family Violence Prevention Center's (FVPC) exciting volunteer program.

Volunteer positions are available weekdays, evenings and weekends. Regular weekday volunteers typically participate four hours per week. Regular weekend volunteers participate from four to eight hours per month. Other volunteers, including those who work special events, may have a more flexible schedule.

Volunteers receive individualized training according to their schedule. For certain positions, some group training does occur. We ask that all volunteers make a three month commitment.

We want a volunteer's experience to be successful and meaningful for the agency – and for you! Volunteering at FVPC allows you an opportunity to become familiar with the agency's programs and services while learning more about how to live violence free.

You've already taken the first step toward becoming a volunteer. Your next step is to complete and return this application form to us. When we've received it, we'll contact you to set up a time to discuss your volunteer interests register you for a volunteer informational session.

Help stop the violence – become a volunteer.

Please return to:



FAMILY VIOLENCE PREVENTION CENTER

Attn: Cheryl Hainey
380 Bellbrook Avenue
Xenia, OH 45385
cheryl.hainey@violencefreefutures.org

www.violencefreefutures.org

Volunteer Background Check Form



I hereby allow Family Violence Prevention Center of Greene County to perform a check of my background including:

- criminal record,
- past employment/volunteer history,
- educational/professional status,
- personal references,
- physician or therapist, and
- other persons or sources as appropriate for the volunteer jobs in which I have expressed and interest.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some types of volunteer work.

I understand the information collected during this background check will be limited to that which is appropriate to determine my suitability for particular types of volunteer work and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organization contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information as they deem appropriate.

Required Volunteer Information

Social Security Number	
Date of Birth	

Volunteer

Name (printed)	
Signature	

Staff

Name (printed)	
Signature	
Date	

Volunteer Confidentiality Statement



The Family Violence Prevention Center of Greene County is a private Non-Profit Corporation which provides emergency shelter and support services to victims of family violence and their children, as well as to sexual assault and stalking victims. For the safety of our shelter and outreach clients, please do not discuss any client or agency information with outside persons.

I agree to keep all personal knowledge of shelter and outreach clients confidential.

Volunteer

Name (printed)	
Signature	
Date	

Staff

Name (printed)	
Signature	
Date	

VOLUNTEER USAGE

POLICIES & PROCEDURES



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OVERVIEW

The Volunteer Program

The mission of the Family Violence Prevention Center is enhanced by the active participation of citizens of the community. To this end, FVPC accepts and encourages the involvement of volunteers at all levels of the agency and within all appropriate programs and activities. Agency staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

Purpose and Scope of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to management, staff, and volunteers. These policies are intended for internal management guidance only. They do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The agency reserves the right to change any of these policies and to expect adherence to the changed policy. Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on or on behalf of the agency.

Role of the Community Development Specialist

The productive utilization of volunteers requires a planned and organized effort. The function of Community Development Specialist is to provide a central coordinating point for effective volunteer management within the agency, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Community Development Specialist is responsible for maintaining liaisons with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering. The Community Development Specialist takes primary responsibility for planning for effective volunteer utilization, for assisting staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers, for training staff to supervise volunteers effectively, and for tracking and evaluating the statistical data reflecting the contribution of volunteers to the agency.

What is a Volunteer?

A "volunteer" is anyone who chooses to perform services for the agency without compensation or expectation of compensation, (beyond reimbursement for pre-approved specified expenses) and, who performs a task at the direction of and on behalf of the agency. A "volunteer" must be officially accepted and enrolled by the agency prior to performance of the task. Volunteers are not employees of the agency.

Special Case Volunteers

The agency also accepts as volunteers those persons participating in student projects, internships, corporate volunteer programs, and other volunteer referral programs. In these cases, a special arrangement may be made with the organization, school, or program from whom the special case volunteers originate to identify responsibility for the management and care of these volunteers.

Agency Employees as Agency Volunteers

The service of staff members as volunteers is accepted provided that the volunteer service is 1) initiated by the staff member, 2) provided totally voluntary, and 3) involves work that is outside the normal scope of duties and working hours for that staff member.

Family Members of Agency Staff

Family members of staff are allowed to volunteer with the agency. When family members are enrolled as regular volunteers, they normally will not be placed under the direct supervision of, or within the same department as other family members who are employees.

Service at the Discretion of the Agency

The agency accepts the service of volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers understand that the agency may at any time, for whatever reason, decide to end the volunteer relationship. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteer Standards and Responsibilities

Volunteers represent a valuable resource for the agency, its staff and its clients. Volunteers should be given meaningful assignments and effective direction, and be recognized for work done. In return, volunteers should actively perform their duties to the best of their abilities, volunteer at their assigned times, and remain loyal to the mission and procedures of the agency.

VOLUNTEER OPPORTUNITIES/POSITION DESCRIPTIONS

JOB TITLE: Administrative Support

Responsibilities:

Volunteers provide clerical assistance in the Administrative Office. Volunteers will carry out general clerical tasks. May type correspondence, copy and collate documents, answer phone and assist with mailings.

Time Commitment:

Volunteers can arrange to come in a certain set of hours each week, or can be on-call for large projects. Hours are primarily 8:30am to 4:30pm.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude. Volunteers will need good organizational abilities, good communication skills and a pleasant phone manner. Typing, word processing and computer skills may be necessary for some projects.

Requirements:

Volunteers are required to have a background check and must sign a confidentiality statement.

Training:

Basic FVPC training and training by a supervisor is required. Specialized computer skills may be needed depending upon tasks assigned.

JOB TITLE: Community Partners and Special Events Support

Responsibilities:

Volunteers assist staff by participating in the planning and/or execution of development related activities. Duties may include acting as agency representatives at community festivals, fairs or other events by staffing a tent/booth and providing general information about FVPC and domestic violence and/or planning and assisting with agency awareness activities through participation on the Events and Development Committee.

Time Commitment:

A schedule or timeline will be set for each event. Volunteers will be given the opportunity to sign up for times to serve (in the case of fairs and festivals) or commit to a committee.

Requirements:

Familiarity with FVPC history and the topic of relationship violence; positive attitude; the ability to interact with and communicate with individuals of diverse backgrounds; development, marketing or public relations experience a plus.

Training:

Basic FVPC training is required.

JOB TITLE: Child Care Support

Responsibilities:

Volunteers provide staff support as well as childcare during designated times for while the children's mothers are in groups, at appointments, or otherwise not available to care for their children. Duties may include planning, organizing and supervising group activities with children, maintaining play areas and sanitizing toys. Volunteer will need to attend to and be responsible for meeting the immediate needs of the children.

Time Commitment:

A volunteer can commit for certain hours each week or may be on-call as needed. Days or early evenings and weekend hours are available.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude and a desire to engage both adults and children during their time in the shelter. Volunteers need to be able to interact and communicate with children from all age groups. Volunteers will need to use positive, nonviolent disciplinary techniques and be a role model for children.

Requirements:

Volunteers are required to have a background check and must sign a confidentiality statement.

Training:

Basic FVPC training is required.

JOB TITLE: Shelter Support (Cleaning Support, and Grounds Keeping)

Responsibilities:

Volunteers provide shelter assistance in the Safe House. Volunteers will carry out general tasks.

Time Commitment:

Volunteers can arrange to come in a certain set of hours each week, or can be on-call for large events. Hours are primarily 10am to 8pm.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude. Volunteers will need good organizational abilities and good communication skills.

Requirements:

Volunteers are required to have a background check and must sign a confidentiality statement.

Training:

Basic FVPC training and training by a supervisor is required. Specialized skills may be needed depending upon tasks assigned.

JOB TITLE: Kitchen Support

Responsibilities:

Volunteers are responsible for the kitchen during lunch and dinner hours. Volunteers are responsible for preparation, service and clean up of the meals. Volunteers for the lunch hour may be asked to do some preparation for the dinner meal.

Time Commitment:

A volunteer can commit for certain hours each week or as their schedule allows. Lunch hours are from 11am to 1pm. Dinner hours are from 3pm to 6pm. Groups are welcome.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude and a desire to engage both adults and children during their time in the kitchen. Volunteers must be willing to support clients in a compassionate way. Must be willing to handle and prepare food according to Health District regulations. Must be able to follow menus, read recipes and calculate number of servings based on current shelter population. Volunteers may be asked to work with clients in the kitchen. Basic knowledge of food preparation is helpful. Volunteers must be able and willing to follow kitchen guidelines.

Requirements:

Volunteers are required to have a background check and must sign a confidentiality statement. Volunteers must follow the kitchen guidelines.

Training:

Basic FVPC training is required.

JOB TITLE: On-Call Moving Team

Responsibilities:

Volunteers provide assistance with the aide of a staff person, by picking up and delivering large household items for client graduating from FVPC's safe house program.

Time Commitment:

On call as needed. As calls come in from the donors, an FVPC staff member will call to check availability.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude and a desire to engage both adults and children during the time they have contact with our families. Volunteers must be willing to support clients in a compassionate way. Must be willing to handle and prepare food according to Health District regulations. Volunteers must be willing to pickup and deliver items such as chairs, couches, table, etc. from donors. Volunteers may be asked to deliver items to FVPC or to the family's house. Must possess a willingness to assist our families in their work to begin violence free futures.

Requirements:

Volunteers must have a valid driver's license.

Training:

Basic FVPC training is required.

JOB TITLE: Tutoring**Responsibilities:**

Volunteers provide after school tutoring to children residing in the safe house. Provide supervision with ongoing reports as to the progress made by adults and children.

Time Commitment:

A volunteer can commit for certain hours each week or as schedule allows. Early evenings and weeked hours are available.

Qualifications:

The volunteer must be able to interact with and communicate with individuals from diverse ethnic, socio-economic and racial backgrounds. Volunteers must possess a positive attitude and a desire to engage both adults and children during their time in the shelter. Volunteers must be willing to support clients in a compassionate way. Volunteers must have a firm understanding of the learning process involved with the subject being tutored and an ability to explain information at age appropriate levels.

Requirements:

Volunteers are required to have a background check and must sign a confidentiality statement.

Training:

Basic FVPC training is required.

VOLUNTEER MANAGEMENT PROCEDURES

Maintenance of Records

A system of records should be maintained on each volunteer with the agency, including dates of service, assignments held, duties performed and feedback forms. Volunteers and appropriate staff are expected to submit all appropriate records and information to the Community Development Specialist in a timely and accurate fashion. Volunteer records shall be accorded the same confidentiality as staff personnel records.

Conflict of Interest

No person who has a conflict of interest with any activity or program of the agency shall be accepted or be allowed to continue to serve as a volunteer with the agency.

Representative of the Agency

Volunteers must seek prior consultation and approval from appropriate staff prior to any action or statement which might affect or obligate the agency. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves overall agency business. Failure to maintain confidentiality could result in ending the volunteer's relationship with the agency.

Worksite

Programs should establish an appropriate workstation for volunteer use prior to the enrollment of volunteers. This workstation should contain necessary facilities, equipment, and space to enable the volunteer to perform their duties.

Dress Code

As representatives of the agency, volunteers are responsible for presenting a good image. Volunteers shall dress appropriately for the conditions and performance of their duties. If issued a nametag, volunteers are required to wear it while they are working on their volunteer assignment. Buttons that are not provided by the agency may not be worn during volunteer activity.

Time Reporting

Individual volunteers are expected to maintain accurate records of the time they have volunteered by signing in and out for each activity completed. Volunteer supervisors are responsible for enforcing this policy by ensuring the volunteer hours are recorded.

Risk Management/Safety

The safety of volunteers is important to the agency. Volunteer supervisors are expected to comply with federal and state regulations for training and protective equipment. Safety measures should be included in the description of volunteer responsibilities. Volunteers who are injured or who are involved in an accident during their volunteer assignment must report the accident immediately to their supervisor. Any on the job injuries are covered only by the agency's Worker's Compensation program.

VOLUNTEER RECRUITMENT AND ASSIGNMENT

Volunteer Assignments

Volunteers should have clear, complete, and current descriptions of the duties and responsibilities of the assignment. Before a volunteer is recruited or assigned, a description should be developed for the volunteer assignment. This volunteer description should be reviewed with and given to each accepted volunteer. Volunteer descriptions should be reviewed and updated at least every three years by the volunteer supervisor, or whenever the position substantially changes. Descriptions should usually include a summary of the assignment, a title, a listing of responsibilities and qualifications, any training requirement, the time commitment needed for the assignment, the supervisor and the worksite location.

Staff Requests for Volunteers

Requests for volunteers should be submitted in writing by staff, and sent to Community Development Specialist. The request should include a description of the volunteer assignment and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting jobs and by advance notice. The Community Development Specialist reserves the right to refuse to recruit or place any volunteers until staff are prepared to make effective use of volunteer resources.

Recruitment

Volunteers shall be recruited by the agency on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will be matched with a specific function.

Recruitment of Minors

Volunteers who have not reached 18 years of age must present a written consent of a parent or guardian to the Community Development Specialist prior to volunteering. The volunteer assignment for a minor should be in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Interviewing

Prior to being assigned, all regular volunteers should be interviewed to ascertain their suitability for and interest in that assignment. The interview should determine the qualifications of the volunteer and their commitment to fulfill the requirements of the assignment; and it should answer any questions that the volunteer has about the assignment. Interviews may be conducted either in person or by other means. A reference check may be made by the volunteer supervisor if appropriate for the volunteer assignment.

Health Screening

If there are physical requirements necessary for the performance of a volunteer task, a screening or testing procedure may be required to ascertain the ability of the volunteer to safely perform the tasks. This cost will be paid by the agency.

Criminal Records Check

Volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment. This cost will be paid by the agency.

Certificate of Ability

Volunteers who indicate that they are under the care of a physician for a health condition may be asked to present a certificate from the physician as to their ability to perform their volunteer duties satisfactorily and safely. Volunteers under a course of treatment which might affect their volunteer work will not be accepted without written verification of suitability from their physicians. Any volunteer who, after acceptance and assignment by the agency, enters a course of treatment which might adversely affect the performance of their volunteer duties should consult with their volunteer supervisor or the Community Development Specialist.

Placement

In placing a volunteer in an assignment, attention should be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer assignment. No placement should be made unless the requirements of both the volunteer and the supervising staff can be met: volunteers should not be assigned to "make work" assignments nor should assignments be given to an unqualified volunteer.

Acceptance and Appointment

No volunteer should begin performance of an assignment until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer should have completed a volunteer application and received a copy of their volunteer description.

Reassignment

Volunteers who are at any time reassigned to a new position should be interviewed for that assignment and should receive all appropriate orientation and training for that assignment before they begin. In addition, any screening procedures appropriate for that specific assignment should be completed, even if the volunteer has already been on a previous assignment with the agency.

Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license is to be provided to Volunteer Services.

Length of Service

A predetermined time commitment should be developed with each volunteer assignment. At the end of their commitment, this should be re-negotiated. After the end of the commitment time period, the volunteer and staff supervisor decide whether the volunteer would like to continue their assignment, seek a different volunteer assignment within the agency, or retire from their volunteer service.

VOLUNTEER TRAINING AND DEVELOPMENT**Orientation**

Volunteers are given an opportunity to attend a general orientation on the nature, purpose, and mission of the agency; review of the volunteer program; and, a tour of the agency.

Training

Volunteers should receive training by their volunteer supervisor to provide them with the information on 1) knowledge and skills necessary to perform their volunteer assignment, 2) the operation of the program encompassing their volunteer activity, and 3) the purpose and requirements of the assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the assignment and the capabilities of the volunteer.

Staff Involvement in Orientation and Training

Staff members who are responsible for agency programming and supervising volunteers should have an active role in the design and delivery of both orientation and training of volunteers. Those staff who will direct volunteers should have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

VOLUNTEER DIRECTION AND FEEDBACK

Volunteer Direction

Each volunteer who is accepted with the agency should have a staff person providing direction for the volunteer assignment. This staff person should be responsible for day-to-day management and guidance of the volunteer, and should be available to the volunteer for consultation and assistance. Paid staff who direct volunteers should have these responsibilities identified in their position descriptions.

Direction given by Volunteers

A volunteer may direct other volunteers, provided that the directing volunteer is under the direct supervision of a paid staff member.

Volunteer/Staff Relations

Volunteers and staff are considered to be partners in implementing the mission and programs of the agency, with each having a complementary role to play. Each partner should understand and respect the needs and abilities of the other.

Acceptance of Volunteers by Staff

Volunteers should not be assigned to a staff person without the consent of that staff person, in consultation with their supervisor. Since volunteers are considered a valuable resource in performing the agency's work, staff are encouraged to consider creative ways in which volunteers might be of service and to consult with the Community Development Specialist if staff members feel the need for additional training or assistance.

Staff Training

Training on working with volunteers should be provided to all staff who direct volunteers. Volunteer Services expects to provide effective training to staff providing direction to volunteers.

Volunteer Involvement in Staff Evaluation

Examination of their effective utilization of volunteers should be a component in the evaluation of staff persons who are assigned to work with volunteers.

Staff Involvement in Volunteer Feedback

Staff who direct volunteers should use the feedback form and evaluate work assignments of volunteers annually.

Lines of Communication

Volunteers should have access to information pertinent to their assignments. This may include: appropriate memos, digest, materials, and meetings. To facilitate the receipt of this information on a timely basis, volunteers should be included on appropriate distribution schedules and may be assigned a site or mailbox for receipt of information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information should rest with the staff directing the volunteer. Lines of communication should operate in both directions and should exist both formally and informally. Volunteers should be informed regarding decisions which would substantially affect performance of their duties.

Absenteeism

Volunteers are expected to perform their duties on a scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their staff supervisor as far in advance as possible so that alternative arrangements can be made. Continual absenteeism may result in a review of the volunteer's work assignment or term of service, and could result in ending the volunteer's relationship with the agency.

VOLUNTEER SUPPORT

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the agency. Examples of these expenses include mileage, out of pocket expenses, travel and parking. This expense will be charged to the agency. Prior approval must be sought for any reimbursable expenditure.

Recognition

The Agency plans to hold an annual recognition to highlight and recognize the contributions of volunteers who have contributed at least twenty hours of service per year, to the agency. All staff responsible for volunteer supervision are encouraged to undertake ongoing methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from simple "Thank you's" to a concerted effort to include volunteers, as appropriate, in program planning, decision making, and implementation.

Volunteer Opportunities

Volunteers are encouraged to develop their skills while serving with the agency. They may be assisted through new volunteer opportunities to assume additional and greater responsibilities.

Staff Recognition

The Community Development Specialist should design a program for recognition of staff who work well with volunteers.

OTHER POLICIES

Political and Civic Activities

The Agency recognizes the right of every staff member and volunteer to participate in political and civic activity. However, all such activity must be conducted on the staff member's or volunteer's own time and without the use of the agency's name or materials unless specific approval has been granted by the agency's governing board. As a general rule, all political and civic activities should be conducted outside of work or volunteer assignment. A staff member or volunteer may not display or distribute political or civic materials on agency property.

Sexual Harassment

The agency does not tolerate sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- Submission of such conduct is made either explicitly or implicitly a term or condition of a staff member's employment or volunteer's placement; or
- Submission to or rejection of such conduct by a staff member or volunteer is used as the basis for employment decisions affecting the staff member or volunteer placement; or
- Such conduct has the purpose or effect of unreasonably interfering with a staff member's or volunteer's work performance or creating an intimidating, hostile, or offensive work environment.

If a staff member or volunteer feels harassed or offended by another staff member or volunteer, a supervisory or management person, a client, or any other person whom s/he encounters in the course of employment or volunteer placement, whether the opposite sex or same sex, and does not want to deal with the problem directly, the staff member or volunteer should contact his/her supervisor, any member of the agency's management or the Community Development Specialist.

General Harassment

The agency believes that every staff member and volunteer has the right to work in an environment free from harassment and will not tolerate harassment based on race, color, creed, religion, national origin, sex, sexual preference or orientation, disability, age, marital status, or status with regard to public

assistance. General Harassment includes unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward a staff member or volunteer because of his/her status in relationship to a class defined above when such conduct

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with a staff member's or volunteer's work performance;
- Otherwise adversely affects the staff member's employment opportunities or volunteer placement; and
- The employer knows or should know of the existence of harassment and fails to take timely and appropriate action.

General harassment does not include negative effects a staff member or volunteer may experience as a result of actions taken by a supervisor that are within the scope of the supervisor's responsibilities and would be considered reasonable and appropriate actions.

Zero Tolerance of Violence

The agency will not tolerate violence on or around its premises either by or against staff members, volunteers, or members of the public. Staff members and volunteers are expected to treat other human beings with respect and dignity. Any incident of violence should be reported promptly to the appropriate supervisor, volunteer manager, department head, division head, any member of management, or any member of the human resources department. Violence includes, but is not limited to, verbal or physical intimidation, contact, or threats. A staff member or volunteer in the capitol area who is at work after hours or on weekends is strongly encouraged to use the Capitol Security escort service. Reported incidents are subject to investigation or corrective action. Any staff member or volunteer who does not comply with this policy may be subject to discipline, up to and including dismissal.