

# Volunteer Policy

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Homes for the Homeless Summer Camps (HFHSC) regards volunteers as a valuable resource. HFHSC aims to support and supervise our volunteers to the best of our abilities, and to act quickly and fairly if any difficulties arise.

## **I. Volunteers have the following rights:**

- To be given guidance, direction, and support.
- To be respected by staff and fellow volunteers.
- To a safe and hospitable working environment.
- To be carefully assigned projects that meet your interests and needs, with a clear understanding of the project and time commitment.
- To have your service hours documented and efforts recognized.
- To be oriented to the organization and kept informed of any relevant matters that may impact your volunteering.

## **II. Volunteers have the following responsibilities:**

- To comply with volunteer policies and the application process.
- To support the mission and values of HFHSC.
- To agree to only do what you are qualified to competently handle and accomplish.
- To participate in the enrollment process (paperwork, background check, and orientation).
- To meet time commitments or to provide notice when unable to.
- To be alert, sober, and drug free while volunteering.
- To accept the guidance and direction of HFHSC staff.
- To demonstrate respect and restraint in challenging situations.
- To treat our participants with professionalism, kindness, and support.
- To comply with onsite requirements such as signing in and out and adhering to the dress code.
- To not use tobacco, tobacco related substances, drugs, or alcohol at our sites.

## **III. Relationships with HFHSC Clients**

While HFHSC encourages volunteers and clients to get to know one another, it is essential for appropriate boundaries to be maintained. HFHSC prohibits:

- Volunteers visiting campers or their families.
- Volunteers giving a camper their phone number or e-mail address, and alternatively, volunteers should not take a camper's phone number, e-mail address, or any other contact information.
- Engaging in any financial transactions with campers, campers' family members, or HFHSC staff.
- Engaging in any social activities or intimate relations with a camper.

Violation of any of these is grounds for HFHSC to end its relationship with a volunteer.

## **IV. Non-Harassment**

HFHSC is committed to providing an environment free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristic will not be tolerated. No person will be adversely affected as a result of bringing complaints of unlawful harassment.

## **V. Service at the Discretion of the Agency**

HFHSC accepts the service of all volunteers with the understanding that such service is at the sole discretion of HFHSC. Volunteers agree that HFHSC may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with HFHSC.

## **VI. Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves staff, volunteers, or clients. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

## **VII. Criminal Background Checks**

As appropriate for the protection of campers, volunteers in certain assignments may be asked to submit to a criminal background check at the discretion of HFHSC management. Volunteers who do not agree to the background check may be refused assignment.

## **VIII. Representation of the Agency**

Without prior, expressed, written consent from authorized agency representatives of HFHSC, volunteers are not allowed to represent, perform actions, or imply agency involvement that may affect agency business, the agency reputation, or obligate the agency to action or deed on behalf, or in the name of HFHSC. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts, social media communication, or any agreements involving contractual or other financial obligations.

## **IV. Social Media**

Without prior, expressed, written consent from authorized agency representatives of HFHSC, volunteers are not allowed to take any photos, video, audio, or provide written accounts from their volunteer experience with HFHSC. Publishing any photos, video, audio, or written accounts from their volunteer experience to social media or other public forums is strictly prohibited to protect the confidentiality of our clients, employees, volunteers, and proprietary information.

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## Volunteer Talent We Need

HFHSC Camps need volunteers to help in the following areas:

- Gardening clean-up—cut the grass, clear fallen tree limbs and brush, plant flowers, rake, clear litter. Date and shift times to be determined.
- Housekeeping—make beds up for the children and clean the bathrooms, the kitchens, and the dining hall. Date and shift times to be determined.
- Building maintenance—general handy work, painting, and repair. Date and shift times to be determined.
- Set up of the kitchen, health clinic, and arts and crafts areas. Date and shift times to be determined.
- At-home crafters and sewers—items you make and contribute to our campers become treasures at camp and items for them to take home. Items include knitted/crocheted blankets for their beds, fleece no-sew blankets, dresses, shirts, etc. Please consult us about the range of sizes and numbers needed.
- Program specialists—Do you have a special talent that will teach or entertain our campers? Please fill out and submit a program proposal (see attachment) no later than June 1, 2020. If approved, we will assign specific dates for you to visit camp and share your talent. Our campers are looking forward to meeting you and being inspired by your passion!

## How to Apply

### *Individual Volunteers*

Please fill out the volunteer application.

### *Groups of Volunteers*

We welcome groups. Please fill out one volunteer application for your group in order to begin the application process.

### What We Offer in Return

- All volunteers will receive a certificate of appreciation and recognition on our website at the end of summer.
- Documentation will be provided for students doing community service, or for other purposes.
- Pre-season volunteers will be provided with a communal sheltered space in which to put a sleeping bag, continental breakfast, and lunch on their volunteer days.
- Unlimited gratitude.

**Please note that no one will be permitted on the grounds without prior authorization. All applications will be responded to within 7-10 business days.**