

Guidelines for Volunteers

1. Put your belongings, neatly, in the space designated by the site Director.
Do not leave valuables there.
2. Remember that children are always observing your behavior.
Regardless of your intentions, you ARE a role model for them.
Please live up to this responsibility by demonstrating the following:
 - a) Dress appropriately. This means no one should be able to see your midriff, your cleavage, or any part of your undergarments. Your skirt or shorts should be closer to your knees than to the top of your leg. Avoid clothing with references to smoking, drinking, drugs or profanity.
Gym shoes, rather than sandals, will allow safer participation in sports.
 - b) Refrain from chewing gum while at the program.
 - c) Keep all food and drink in the assigned eating area only.
 - d) When you speak to people, please do so at "arm's length",
using a voice that is only loud enough to reach the intended listener.
 - e) Keep your hands to yourself. Avoid wrestling, rough-housing, etc.
 - f) Stay in the assigned work area, only, unless the adult leader instructs you otherwise. When you finish a task, ask the leader what needs to be done next.
 - g) Do not use the phone. Make arrangements for transportation prior to your arrival at the program.
 - h) Do not sit on tables or credenzas.
 - i) Use acceptable language. This means no curse words or name-calling.
It also means to make every effort to use correct grammar and vocabulary, because you are helping to teach the younger students when they hear your language, even if you are not speaking directly to them.
 - j) Help keep the building a safe place by keeping loose items off the floor to prevent falls (pencils, paper, chalk, puzzle/game pieces).
 - k) Demonstrate your maturity to the other students in the way you handle frustration, disappointment or anger. Ask a leader for assistance if another student does not respond to you with respect.
 - l) Make sure your supervisor knows where you are at all times.

Thank you for your effort. Your volunteer time is a gift to the community. It is also an opportunity for you to show responsible behavior. This experience can help you develop good work habits and establish your reputation as a valued employee. A positive reference from leaders in this setting can assist you in reaching your goals for a successful future. Make the most of your time here and you will have something to be proud of!