

Families Helping Families of Greater Baton Rouge, Inc.

Volunteer Policy

Volunteers are critical to the success of Families Helping Families of Greater Baton Rouge, Inc. and are an essential player in the Center's operation. Volunteers and paid staff are considered partners in implementing the mission and programs of the Center, each with complementary roles to play. A volunteer is anyone who without compensation or the expectation of compensation performs a task at the direction of and behalf of the organization.

Families Helping Families of Greater Baton Rouge, Inc. volunteers serve in the following capacities:

1. as Board members
2. on Board committees, task forces and work groups, such as:
3. as interns, consultants, trainers and facilitators
4. as providers of direct services within specific programs

Equal Opportunity Policy

Families Helping Families of Greater Baton Rouge, Inc. maintains a strong policy of equal opportunity. We recruit, accept, train, evaluate, promote, and dismiss volunteers on the basis of personal competence and job performance, without regard to race, creed, color, religion, sex, sexual orientation, age, marital status or disability.

Volunteer Philosophy Statement

Families Helping Families of Greater Baton Rouge, Inc. views volunteers as a valuable resource to the organization, its staff, its members, Families Helping Families of Greater Baton Rouge, Inc. aims to give volunteers meaningful responsibilities, effective supervision, and recognition for work done. Volunteers are expected to actively perform their duties to the best of their abilities. While serving as a volunteer for Families Helping Families of Greater Baton Rouge, Inc., volunteers shall remain loyal to the mission and vision of the Center.

Volunteering at Families Helping Families of Greater Baton Rouge, Inc.

Prior to being assigned or appointed to a position, all volunteers will meet with a Families Helping Families of Greater Baton Rouge, Inc. staff member or volunteer leader to ascertain their suitability for and interest in that position. (This initial meeting may take place in person, by phone or using other methods of communication.) This screening process will offer Families Helping Families of Greater Baton Rouge, Inc. staff and volunteer leaders the opportunity to learn more about prospective volunteers, and give prospective volunteers the opportunity to learn more about the Center.

Volunteer Recruitment, Selection, Training, and Supervision

- A. **Orientation and Training.** All volunteers will receive a general introduction about the nature and purpose of Families Helping Families of Greater Baton Rouge, Inc., these volunteer policies, and an overview of the volunteer's work to be completed. Volunteers will receive instructions and/or orientation to provide them with the information and skills necessary to perform their volunteer responsibilities.
- B. **Supervision.** Every volunteer will have a clearly identified supervisor (staff member or volunteer leader) who will be available for consultation, support, direction, and evaluation.
- C. **Feedback and Evaluation.** The work of volunteers may be evaluated by program participants or Families Helping Families of Greater Baton Rouge, Inc. staff.
- D. **Recognition and Opportunities for Advancement.** Volunteer service is very valuable to Families Helping Families of Greater Baton Rouge, Inc. and the organization endeavors to recognize volunteers, both informally and formally. Exemplary volunteers will be made aware of

other volunteer opportunities available for which they may be interested in participating, and will be given the opportunity to continue their involvement as appropriate.

- E. **Criminal Check and Finger Printing.** All volunteers providing direct services for children or adults will be required to undergo a criminal history check (R.S. 15:587.1 and R.S. 15:587.3 from the Children's Code) and fingerprinting process.

Louisiana Standards for Excellence

The lasting impression that volunteers make on those that they serve and work with reflects directly on all staff, volunteers and board members of Families Helping Families of Greater Baton Rouge, Inc. All volunteers should conduct their work in a manner consistent with the *Louisiana Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector*.

Board members and volunteers with significant decision making authority with respect to the resources of Families Helping Families of Greater Baton Rouge, Inc. are covered by the Families Helping Families of Greater Baton Rouge, Inc. Conflict of Interest policy and are asked to annually disclose their interests in a conflict of interest statement. All other volunteers shall verbally disclose relevant interests and involvements to their staff contact at the organization.

Date and Confidentiality Information

Date and information supplied by organization members, or available to employees and volunteers because of special relationship that exists, must be held in complete confidence such that it will not be revealed inappropriately. If there is any question about the confidentiality of information, contact your direct supervisor. Volunteers and staff members should also refrain from creating or circulating any rumors about Center business.

Conduct of Volunteers

- A. **Media Conduct.** Volunteers should not represent themselves as spokespersons or representatives of Families Helping Families of Greater Baton Rouge, Inc. under any circumstances without prior approval. Only the Board Chair and the Executive Director or their designee shall serve as spokesperson for Families Helping Families of Greater Baton Rouge, Inc.
- B. **Alcohol/Drugs.** When participating in Families Helping Families of Greater Baton Rouge, Inc. programs and activities, volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol, or prescription drugs in any way that is illegal. Implementing this policy provides a drug and alcohol free work place in order to ensure a safe, healthy and productive environment for all volunteers and employees.
- C. **Harassment Policy.** Harassment is not only illegal, but it also creates uncomfortable conditions and unpleasant experiences for everyone involved. Any volunteer who feels he or she is the subject of harassment should speak to his/her staff contact or supervisor in attempt to reach a solution.
- D. **Safety and Legal Liability.** Although the Center does its best to provide safe conditions for our volunteers, Families Helping Families of Greater Baton Rouge, Inc. counts on volunteers to be the best protector of their own personal safety. Volunteers should always be aware of where they are and what they are doing. Volunteers should pay particular attention to safety instruction and proper equipment use. Volunteers should voice safety concerns and report any injuries to the person in charge as soon as possible.

Families Helping Families of Greater Baton Rouge, Inc. maintains commercial general liability insurance to protect volunteers and staff while they serve as agents of the organization. Volunteers must be working under the supervision and control of Families Helping Families of Greater Baton Rouge, Inc. to be covered.

When volunteers drive their own vehicles or some other vehicle not owned, leased or rented by Families Helping Families of Greater Baton Rouge, Inc., Families Helping Families of Greater Baton Rouge, Inc. liability and physical damage insurance does not apply.

Families Helping Families of Greater Baton Rouge, Inc. Board and volunteers are covered by Families Helping Families of Greater Baton Rouge, Inc. Director's and Officer's liability insurance.

Preparation of Materials. Any materials developed as a volunteer for Families Helping Families of Greater Baton Rouge, Inc. are the exclusive property of Families Helping Families of Greater Baton Rouge, Inc.

Name

Date