



**Sharing Hands**  
*A Respite Experience*

## **Youth Volunteer Program**

### **Policies & Procedures**



***Youth Volunteers of today are the  
leaders of tomorrow!***



## SHARE New Youth Volunteer Check List

### 1. Application Process:

- . Completed/signed Application
- . Completed/signed SHARE Youth Volunteer Contract
- . Completed/Signed Parental Copy Youth Volunteer Contract ○
- Completed/Signed File Copy of Youth Volunteer Contract ○
- Completed/signed Volunteer Health Questionnaire

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Signature Director of Volunteers

Date

# SHARE Youth Volunteer Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-

Mail Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work and/or volunteer experience: \_\_\_\_\_

References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: \_\_\_\_\_

Daytime/Evening phone: \_\_\_\_\_ / \_\_\_\_\_

2. Name: \_\_\_\_\_

Daytime/Evening phone: \_\_\_\_\_ / \_\_\_\_\_

3. Name: \_\_\_\_\_

Daytime/Evening phone: \_\_\_\_\_ / \_\_\_\_\_

Are there any limitations that you may have that could interfere in the role as an S.H.A.R.E. volunteer?

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# SHARE Youth Volunteer Contract

I, \_\_\_\_\_, understand that my responsibilities as a SHARE Youth Volunteer are of great importance and that my actions have the potential to significantly influence the SHARE clients I work with and impact the SHARE program I represent. Therefore, I promise to abide by the SHARE Youth Volunteer Policies & Procedures to the best of my ability. I understand and agree to the consequences that are outlined for not upholding these policies & procedures.

## As a Youth Volunteer participant I have the right to:

- Participate in SHARE volunteer activities and assignments.
- Volunteer as a Youth Volunteer and not as an adult.
- Participate in a safe and healthy work environment.
- Have an equal opportunity to strive for success in my assignments.
- Be treated with respect and dignity.
- Have fun being a SHARE Youth Volunteer.

## I also promise to conduct myself in accordance with the following Youth Volunteer Code of Ethics as outlined here:

I will treat each SHARE client, family member, volunteer, SHARE staff, and visitors with respect and dignity.

I will be a role model for the SHARE program by displaying good behavior, honesty, good sportsmanship, appropriate conflict resolution, and effective and proper communication.

I will take pride in the assignments I am given.

I will do my best to learn the fundamental skills, teaching, and strategies of working with the SHARE clients and families.

I understand failure to abide by the Volunteer Policies & Procedures will result in consequences as outlined.

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Signature of Youth Volunteer)

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Signature of Parent)

# **SHARE Youth Volunteer Check-In/ Out Procedures**

## **Check-In:**

1. Sign-in on the Youth Volunteer Attendance Log.
2. Put on name tag
3. If needed, personal items can be stored in the SHARE office. If you have your cell phone, IPOD, electronic device, etc... you MUST check it in with the Volunteer Coordinator.
4. Join others for complimentary dinner that is served starting at 5:00 pm.
5. 5:45 pm the Coordinator of Volunteers will give a briefing of the night's schedule.
6. 5:50 pm report to your assigned volunteer area.

## **Check-Out:**

1. After the last child in your assigned area has been picked up by their parents make sure the Clean-Up Check List has been completed.
2. Turn the lights out.
3. Return to the gym area and notify the Volunteers Coordinator that your assignment has been completed.
4. Know that you are greatly appreciated for giving your time to SHARE. Go home knowing that you have truly made a difference in a child's life & a family's life!

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(Youth Volunteer Signature)

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(Parent's Signature)

# **SHARE New Youth Volunteer Orientation**

## **Check List**

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- Access to Information
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- Speaking on behalf of the organization
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- Sexual Harassment
- Bullying

# SHARE New Youth Volunteer Orientation

## Check List continued

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- Job Design/Job Descriptions
- Health & Safety – Working Conditions for Volunteers
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- Screening
- Background Check
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- Youth Volunteer Disciplinary Action
- Youth Volunteer Dismissal
- Grievance/Complaint Procedure
- Dress Code
- Cell Phones, IPODS, Electronic Devices, etc...

\_\_\_\_\_  
Signature of Youth Volunteer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature Director of Volunteers

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# **SHARE YOUTH VOLUNTEER ACCEPTANCE LETTER**

Congratulations! After careful consideration of your application to a Youth Volunteer with our organization, we are pleased to inform you that you have been approved.

Here is your job description: To oversee the child care in you assigned area/ room and to follow all instructions given to you by SHARE staff.

## **Acknowledgement of Policies and Procedures**

I (please print your name) , \_\_\_\_\_

Have read the policies and procedures for Youth Volunteers. By signing this I agree to obey all policies as pertain to my service with SHARE, with knowledge that failure to obey the policies could result in dismissal and other consequences.

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Youth Volunteer Signature

Date

## **History of SHARE**

SHARE, Sharing Hands A Respite Experience, was originally the vision of Tom Jones, present Executive Director of SHARE, and was started by First Christian Church Midland as an outreach ministry to families with children who have special needs.

Tom was a special education teacher at Sam Houston Elementary in Midland and part of his duties was to be the crossing guard for the school children in the morning before school. One of the students and parents who utilized the crosswalk became significant to Tom. The young boy was quite enthusiastic to get to school each morning and his poor mother looked like she was just as tired as a person could be. He learned over time that the boy had been diagnosed with Autism and very often his father worked out of town and his mother was taking care of him alone most of the time. He also learned that the young boy would awake in the early hours of the morning and get himself ready for school and then awake his mother to the onset of another new day. Tom thought there had to be a way to get this family some kind of assistance to help with such a demanding schedule that was driven by the effects Autism had on the young boy. After many conversations with the mother, he learned that it was extremely hard to find acceptable and responsible childcare for her son and getting a break to simply relax was not part of their families' lifestyle. Tom then began his quest researching local non-profits to see if there was any way to get this family some help and came up with nothing time and time again. So he thought, why not start a program that would do exactly what he was looking for, for this family? He approached the board members at First Christian Church and presented his idea and they agreed this was a warranted service for the community.

SHARE has grown to service over 150 families in the Midland and Odessa areas, as well as a few from surrounding cities such as, Iraan, Kermit, Andrews, Stanton, and Big Spring. Currently, there are two respite nights held monthly in Midland at First Christian Church and one respite night (with another night being added in 2015) held monthly in Odessa at CrossRoads Fellowship Church. Additionally, there are Parent Quest support group meetings, a Grief SHARE support group meeting and Sibling workshops (called Sibshops) held in both cities for the SHARE families to attend, receive support, educate themselves and enjoy fellowship with other family members with children with special needs.

In 2006, SHARE initiated and held the first AUSTIM WALK in the Permian Basin, raising more than \$30,000.00 for the Autism Speaks Foundation. Since 2009, the walk has been renamed to the SHARE Autism WALK and has raised more than \$250,000.00 for SHARE as well as the Autism Speaks Foundation.

Also in 2009, SHARE became a non-profit 501 (c) 3 charitable organization allowing it utilize more state funding and grants to help support its programs. Through these grants SHARE is able to provide in-home respite care for families as well as monthly respite care at the churches.

SHARE has come a long way from its humble beginnings of a man just trying to help out a tired mother to a full-fledged charitable organization servicing several families in Permian Basin.

## **Funding for SHARE**

SHARE receives funding from a variety of organizations throughout the area. First Christian Church continues to support SHARE through in-kind contributions and the use of the church facilities for its programs. CrossRoads Fellowship Church and Second Baptist Church also support SHARE through in-kind contributions and the use of the church facilities for its programs.

Currently, SHARE received funding through a number a state and federal grants that we apply for, as well as many local foundations such as:

- Abell-Hanger Foundation
- Carl B. and Florence E. King Foundation
- Fasken Foundation
- Hahl Proctor Charitable Trust
- J. Robert Jones Charitable Trust
- J.C. Ferguson Foundation
- Junior League of Odessa
- Permian Basin Area Foundation
- Texas Department of State Health Services
- United Way of Midland
- United Way of Odessa
- Wayne and JoAnne Moore Charitable Foundation.

Our biggest fundraiser of the year is our SHARE Autism WALK which raises more than \$100,000.00 annually for SHARE. Another great fundraiser SHARE hold is the CONCHO Shooters that SHARE Clay Shoot which raises approximately \$30,000.00 for SHARE programs.

Lastly, SHARE receives a percentage of its funding through private donations from community members which are largely generated through SHARE's annual appeal letter campaign.

# **SHARE Mission Statement and Vision**

## **Mission Statement:**

*SHARE partners with all members of families where there are children with special needs, supporting their efforts to establish and maintain strong and successful families.*

## **Vision:**

It is SHARE's vision that it will not only benefit the child with special needs, but the parents and siblings as well.

- Parents will find relief from the constant care demands of their child with special needs. They will have an opportunity to "focus" on other important quality of life issues such as relationships with spouse, other children within the family, and/or friends. Additionally, they will recognize they are not alone and that there are others who care about their struggles.
- The child with special needs will find a change from their daily routine; the possibility for new friendships/relationships and experiences; encounters with and hopefully knowledge that someone else cares for and accepts them for who they are.
- The respite volunteers will experience the satisfaction of making a difference in the lives of families that are desperately in need of such assistance and growth in awareness, understanding, and appreciation of others in need.

# **Programs Supported by SHARE**

## **Respite Care – Site Based**

- **Midland**
  - **. Respite care is provided on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month from 6-10 pm for children with special needs (birth to 18 yrs. old) and their siblings (birth to 12 yrs. old) at First Christian Church.**
- **Odessa**
  - **. Respite care is provided on the 3<sup>rd</sup> Friday of the month from 6-10 pm for children with special needs (birth to 18 yrs. old) and their siblings (birth to 12 yrs. old) at First Christian Church.**
- **In-Home**
  - **. Texas PRN and Encompass Home Health provide nursing care for children with medical needs. Nurses Unlimited provides sitters for children with special needs.**

## **Parent Support** -- Parent Connection Programs include:

- **Quarterly socials**
- Restaurant gift cards for parents to celebrate anniversaries or birthdays
- Swim parties
- Parent dinner groups
- Annual Candlelight Christmas Dinner
- Easter Egg Hunt
- Referrals and information about services
- Respite nights at the Double Tree Hilton
- Information Fair
- Parent Quest – a monthly support group
- NICU Parent to Parent Support
- Autism SHARE Walk
- Autism resources

**Sibling Support** – Sibling Support Programs include:

Quarterly Sibling Saturdays

- Friday Night Friends social
- SibCamp
- Informational workshops – known as SibShops
- Sibling Celebrations with nationally known speakers
- Sibling's Day Celebration
- Sibling Scholarships

# SHARE Organizational Structure

**SHARE Board Members**

**Tom Jones,  
Executive Director**

**Traci Hopper,  
Program  
Director**



# **SHARE Youth Volunteer**

## **General Policies & Procedures**

### **Policies about Policies:**

SHARE recognizes that policies should fit the organization's mission. Policies should mandate and contribute to the ethical and safe involvement of our volunteers. SHARES policies must comply with all federal, state, and other legislation and regulations as well as other stipulations that might apply under collective agreements. Unless specifically stated, these policies apply to all volunteers serving in all programs and projects on behalf of SHARE, and to all departments and sites of operation of our organization. SHARE expects compliance with all policies. Volunteers must sign an acknowledgement form denoting their familiarity with all pertinent SHARE policies. Volunteers may/will be required to sign a certification indicating that they have read and understand and will comply with all/certain policies. Amendments to SHARE policies are subject to ratification by the Board of Directors which has final responsibility for such amendments, and reserves the right to amend these policies in any way at any time. Any questions volunteers may have regarding policies or their interpretation should be directed to the Coordinator of Volunteers or the Executive Director. All policies and procedures pertaining to volunteers will be fully documented and clearly communicated to volunteers and paid staff.

### **Philosophy of Involvement: Why are Volunteers here?**

SHARE encourages the teamwork of salaried staff adult volunteers and youth volunteers so that we can offer our children with special needs and their families the best services possible at no cost to these families. Volunteers contribute their unique talents, skills and knowledge of our community to provide personalized attention to our children and families of SHARE, enable the salaried staff to concentrate on the work for which they were trained, and educate the public about our organization and its cause. Volunteers are an integral part of our team. Without them, we would be unable to offer the outstanding quality of programming that we provide to our SHARE families.

### **The Right to Volunteer:**

SHARE understands volunteer participation is valued because it assists our organization to accomplish its mission and reach out to provide services in the most cost-effective and compassionate manner possible. SHARE accepts the service of all volunteers with the

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

## **Definition of 'Volunteer':**

SHARE defines a 'Volunteer' as anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of our organization. SHARE volunteers must be officially accepted and enrolled by our organization prior to performance of a task. Unless specifically stated, volunteers are not considered as an 'employee' of SHARE. Youth Volunteers are those who are age 12 through 17 years of age. Adult Volunteers are those who are 18 years of age and older.

## **Youth Volunteers:**

SHARE offers a Youth Volunteer Program for youths ages 12 through 17 years old. Youth Volunteers will be required to abide by the Youth Volunteer Policies and Procedures. Youth Volunteers are required to submit a signed "Parent Consent to Volunteer Form" in order to be eligible to volunteer with SHARE.

## **Allocation of Resources:**

SHARE honors a strong commitment to the provision of adequate resources and support to our volunteer program. SHARE recognizes that volunteers bring many benefits to our organization. These products of volunteer involvement are not free - despite the fact that volunteer labor is not paid in monetary terms. SHARE understands that volunteers necessitate expenditures. This is one reason why SHARE is committed to attend to the resource needs of our volunteer program.

## **Youth Volunteer - Client Relationship:**

SHARE expects that volunteer relationships with clients to have the same boundaries as those of paid staff and adult volunteers. At SHARE our role is supportive in nature. SHARE encourages its staff and volunteers to be friendly, caring, and supportive to the SHARE clients.

## **Youth Volunteer - Paid Staff Relations:**

SHARE views the presence of youth volunteers serving in our organization as a privilege. SHARE takes careful steps to encourage teamwork between the youth volunteers, adult volunteers and SHARE paid staff members. Youth volunteers, adult

volunteers and paid staff are considered partners in implementing the mission and programs of SHARE, with each having an equal but complementary role to play. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of each other.

### **Representation in Decision-making:**

SHARE views our volunteers as an integral part of our organization. They are encouraged to offer input, regarding their assignments to our Coordinator of Volunteers. SHARE treats our youth volunteers and adult volunteers as equals to our paid staff, in terms of respect and dignity. Our organization values our volunteers and their input.

### **Use of Organizational Affiliation:**

Volunteers may not use their affiliation with SHARE in connection with partisan politics or religious matters.

### **Right of Refusal:**

Volunteers are assigned to areas where it is felt they are most needed. If a volunteer is not satisfied with his/her assignment they may contact the Coordinator of Volunteers and request to be reassigned.

### **Alcohol/Drugs:**

Staff and volunteers are prohibited from the use, involvement, or abuse at any time of illegal drugs and/or alcohol to the extent that it negatively affects SHARE activities or undermines public confidence in the SHARE organization.

### **Multiculturalism/Anti-Racism:**

SHARE is committed to ensuring that its mission and operation embrace the Permian Basin community. It actively encourages the Permian Basin community to participate fully and benefit fully from its services. SHARE will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or natural origin. SHARE is committed to racial equality and the elimination of racism. It strives to reflect the Permian Basin community in its structure (volunteer and staff) and to promote equal access to its services. SHARE embraces multicultural volunteer involvement. SHARE's services are sensitive to the needs of culturally and racially diverse clients. SHARE's programs seek to eliminate systemic barriers to full

participation and promote positive race relations and attitudinal change. Discriminatory or racist incidents or behavior are not tolerated. Communications present a positive and balanced portrayal of racial and cultural minorities.

### **Confidentiality:**

SHARE staff and volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a staff member or volunteer, whether this information involves a single staff member, volunteer, client or other person or involves overall organization business. All information- verbal or written concerning clients and their families will be held in strictest confidence and shared only with the team to the degree necessary to offer appropriate assistance with SHARE services. Only the individual client information necessary to provide comprehensive services shall be sought out. Failure to maintain confidentiality is viewed as a cause for: immediate termination of the volunteer's relationship with SHARE or other corrective action. Volunteers are required to sign a confidentiality agreement and compliance with that agreement is a condition of their participation in SHARE's programs.

### **Access to Information:**

SHARE staff and volunteers have the right to have access to information relevant to and necessary for the satisfactory performance of their assignment. Staff and volunteers will have access to all appropriate written and verbal communication and information pertinent to their work for the organization, including items such as care plane, behavior questioners, and medical history.

### **Conflict of Interest:**

SHARE requires all staff and volunteers immediately disclose any business, commercial or financial interest where such interest might be considered as being in real, potential or apparent conflict with their official duties of SHARE. Any staff or volunteer that is deemed in a conflict-of-interest situation will be reviewed and it will be decided if continued connection in any form with SHARE is allowable throughout or following the conflict.

### **Speaking on behalf of the Organization:**

While on assignment with SHARE, volunteers will not represent themselves as other than a volunteer with SHARE. Volunteers are authorized to act as a representative of

SHARE as specifically indicated within their job descriptions and only to the extent of such written specifications. Before any action or statement which might significantly affect or obligate SHARE, volunteers should seek prior consultation and approval from an appropriate staff member. 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.

## **HIV/AIDS and Other Communicable Diseases:**

SHARE recognizes that policies regarding HIV/AIDS need to be guided by a commitment to the protection of the individual's right of privacy and confidentiality. HIV/AIDS is considered a handicap to which SHARE will make reasonable accommodations. These objectives need to be balanced against due regard for public health. SHARE recognizes that HIV/AIDS infection is a life-threatening illness, like cancer or heart disease, and that staff, volunteers, and clients with HIV/AIDS infection will be treated like those with any other life-threatening illnesses. Staff and volunteers with the HIV/AIDS infection have the right to: continue working as long as their condition permits; be accorded complete confidentiality concerning their HIV/AIDS status. Other staff and volunteers have the right to: a safe and healthy working environment; education on the subject of HIV/AIDS. SHARE undertakes: to avoid discriminating against any staff member or volunteer on the basis of HIV/AIDS infection; to refuse to tolerate discrimination or harassment of staff, volunteers or clients with HIV/AIDS infection; to develop and implement an educational program on HIV/AIDS infection for staff and volunteers. Discriminatory acts by staff and volunteers against any staff, volunteers or clients with HIV/AIDS infection are unacceptable and may be subject to disciplinary action.

## **Sexual Harassment:**

SHARE intends to provide a work environment that is both safe and supportive of the dignity and self-esteem of all paid and unpaid staff, clients, family members and visitors. Sexual harassment can be called an unwarranted intrusion upon the sexual dignity of a person. Sexual harassment is any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to: (a) cause offence, embarrassment or humiliation to any volunteer, paid staff member, client, family member or visitor of SHARE and/or (b) to be perceived by the paid or unpaid staff as placing a condition of a sexual nature on employment or on any opportunity for training or advancement. Sexual harassment can also include jokes, innuendoes, insults and sexist remarks, displaying derogatory

or pornographic pictures, leering, touching, and kissing. Sexual harassment may be directed at members of the same or opposite sex. SHARE believes it is essential to secure the mutual respect, co-operation and understanding of all employees and volunteers. SHARE believes it is the obligation of both the staff and volunteers of SHARE to NOT condone or tolerate behavior which constitutes harassment in the work place. SHARE is committed to providing everyone involved with and working for SHARE a work environment free of harassment. Allegations of any form of harassment will be documented and investigated. Proper reprimand will be implemented. SHARE does not tolerate any form of harassment.

### **Bullying:**

Bullying involves acts of emotional, verbal and physical abuse which attempts to create or enforce one person's power over another person. SHARE will not tolerate this type of harassment or any behavior that infringes on the safety or well-being of any person working for or being serviced by SHARE. SHARE expects volunteers, youth volunteers and/or staff to immediately report incidents of bullying to the Coordinator of Volunteers or the Executive Director of SHARE. Volunteers, youth volunteers and/or staff are to immediately intervene when they see a bullying incident occur. Any volunteers, youth volunteers and/or staff who participate in bullying, are in violation of this policy and are subject to disciplinary actions up to and/or including dismissal. SHARE believes we have an obligation to promote mutual respect, tolerance and acceptance throughout our SHARE organization.

# **SHARE Youth Volunteer**

## **Specific Policies & Procedures**

### **Paid Versus Unpaid:**

SHARE volunteers will enhance the work of paid staff, never replace or supersede it. SHARE believes the work of our organization will be extended through volunteer services into areas that otherwise, could not be considered due to fiscal constraints.

### **Job Design/Job Descriptions:**

SHARE will define the roles and functions of youth volunteers and adult volunteers, including the supervisory relationships, with the same degree of accuracy as for paid staff. Volunteer positions will be flexible to allow for the best fit with the talents, skills, gifts and limitations of each volunteer. The duties performed in all volunteer positions will be meaningful and significant, to the organization, SHARE program participants, and the volunteers.

### **Health and Safety - Working Conditions for Volunteers:**

SHARE place a high importance of looking out for the comfort, safety, and well being of its volunteers. SHARE believes that all of its staff and volunteers have the right to a safe and healthy working environment.

### **Interviewing:**

SHARE volunteers must be officially accepted and enrolled by our organization prior to performance of a task. All persons applying for a position have a right to be interviewed by the Coordinator of Volunteers. The interview will offer the prospective volunteer the opportunity to learn about SHARE, its mission, and available volunteer positions.

### **Recruitment:**

SHARE's volunteers will be recruited without regard to gender, handicap, age, race and sexual orientation. SHARE believes in frequent attempts to integrate various special needs (youth, seniors, multicultural populations, individuals who are physically disabled or mentally/developmentally disabled) individuals into its volunteer base. Persons who are 18 yrs. and older are classed as a Volunteer. Those who are 12 to 17 yrs. old are considered Youth Volunteers. Persons who have not reached the age of 18 yrs. old must submit a signed "Parent Consent to Volunteer Form".

## **Screening:**

The purpose of the initial interview will be to determine the qualification, ability, and suitability of the individual to perform duties on behalf of SHARE. Prospective volunteers will be informed in advance that the interview process is designed so that each party can screen the other, and that acceptance as a volunteer is not automatic.

## **Background Check:**

SHARE requires background checks on all staff and volunteers as a form of protection to our organization, staff, volunteers, and clients participating in SHARE that 18 years of age or older. All persons applying for a volunteer position with SHARE are required to complete a volunteer application form and a signed consent to release of information so that a background check of criminal records/sex offender registry records/police/reference checks can be obtained. Individuals who refuse to comply with this policy will not be accepted as a volunteer.

## **Criminal Record/Community Service Order:**

SHARE will not be able to accept an individual required to perform under a Community Service Order if they have been charged with any violent or sexually violent offence including any form of sexual assault or any offence that would reasonably raise a concern as to the issues of safety or the well-being or security of SHARE's staff, volunteers, clients or property.

## **Disqualifications:**

Whether disclosed voluntarily or by the result of the Criminal Background Check, the following will automatically disqualify a volunteer from participating in any activity or program of SHARE: An indictment alleging the offense of, or conviction for any crime against persons including: sexual assault; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; sale, distribution, or display of harmful material to a minor; employment harmful to children, or abandonment or endangering of a child.

## **Acceptance and Appointment:**

SHARE will begin a volunteer's service with an official notice of acceptance. Notice may only be authorized by SHARE's Coordinator of Volunteers or the Executive Director. Volunteers must complete all necessary paper work, screening and

orientation training before they can begin their service. Each volunteer will receive a copy of their job description and agreement of service with SHARE.

### **Certification of Qualification:**

If the situation requires, some volunteers may be required to submit proof of professional/technical ability/qualification/license prior to acceptance as a volunteer, or from time to time thereafter. From time to time a volunteer may be required to submit written verification from their physician as to their physical/emotional/psychological suitability for their volunteer positions. Any volunteer who, after acceptance to SHARE enters a course of treatment which might adversely impact upon the performance of their volunteer duties should consult with the Coordinator of Volunteers. The Coordinator of Volunteers will maintain copies of licenses/certifications/verifications as part of the volunteer's file.

### **Placement:**

When determining placements for our volunteers, SHARE gives equal attention to the interests and goals of the volunteer, and to the requirements of our organization and of the position(s) in question. Volunteers will not be placed in a position for which she/he is not fully qualified or for which SHARE could not provide proper training.

### **Probation:**

At SHARE all volunteer placements begin on a trial basis for a period of 90 days. At the end of the probationary period, an interview with the Coordinator of Volunteers will take place to evaluate the extent to which the objectives of both the organization and the volunteer are being satisfied. Volunteers have the right to expect work that is meaningful and satisfying to them. Placement of the position may be renegotiated to bring about a more satisfactory placement for both parties. Other options such as reassignment or placement termination may be appropriate.

### **Orientation:**

All SHARE volunteers will receive an orientation to the organization and its mission, all pertinent safety policies and procedures, and to the assignment the volunteer has been given.

## **Training:**

In order for SHARE volunteers to be fully prepared to perform their volunteer duties as assigned, the organization will provide the necessary training for satisfactory volunteer performance.

## **Continuing Education:**

SHARE provides additional learning and skill development opportunities and will/ may be made available to volunteers throughout their service to our organization.

## **Perks:**

SHARE views the presence of volunteers serving in our organization as a privilege. In order to show our appreciation to our volunteers, SHARE provides a complimentary dinner to those who volunteer their services with SHARE.

## **Supervision:**

Supervision of SHARE volunteers is the responsibility of the Coordinator of Volunteers. The Coordinator of Volunteers will be responsible for consultations, support, direction and discipline for our volunteers.

## **Attendance Records:**

All youth volunteers will sign in on the Youth Volunteer Attendance Log upon arrival to perform duties for SHARE. A parent or guardian must accompany and sign in & sign out the youth volunteer. Those volunteers that require a supervisor's signature for proof of hours served must present their log to the Coordinator of Volunteers.

## **Absence:**

Volunteers should inform the Coordinator of Volunteers of any impending absence as far in advance as possible so that a replacement for that assignment can be secured.

## **Leave of Absence:**

Volunteers may apply to the Coordinator of Volunteers for a leave of absence, giving as much advance notice as possible.

## **Dress Code:**

As a representative of SHARE, volunteers are responsible for presenting a good image to our clients and community. Volunteers should dress appropriately for the conditions and performance of their duties. Closed toe shoes only; no flip flops, thongs or sandals. All clothes (including shirts & shoes) must remain on the youth during their services to SHARE.

## **Cell Phones, IPODS, Electronic Games, etc...:**

Youth volunteers are strongly discouraged against bringing cell phones, IPODS, cameras, electronic games, etc... with them when they come to volunteer with a SHARE event. If they must bring one of these devices with them they are required to check it in with the Director of Volunteers. The youth may retrieve their device at the end of their service for that SHARE event. Youth volunteers are prohibited from using their cell phones or cameras to take pictures of SHARE children, Volunteers, other Youth Volunteers or staff while at SHARE. SHARE is NOT responsible for these devices in any form. SHARE has implemented this policy as a way to protect the interest of the youth that owns the device and the SHARE clients.

## **Sexting**

Sexting is a term that generally refers to writing sexually explicit messages, taking sexually explicit photos of themselves or others, and transmitting those photos and/or messages. It is SHARE's policy that a volunteer may not possess, create, view, send, or show pictures or text having sexual content while working at SHARE. Volunteers, Youth Volunteers and staff of SHARE that violates this policy are subject to suspension and/or permanent dismissal.

## **Youth Volunteer Disciplinary Action:**

Youth volunteers who do not adhere to the rules and procedures of SHARE will be reprimanded in the following manner:

1. First Offense: A "Verbal Warning" will be issued. The reason for the reprimand will be clearly stated and an explanation of the proper policy & procedure will be explained.
2. Second Offense: A "Written Reprimand" will be issued. The reason for the second reprimand will be clearly stated and an explanation of the proper

policy & procedure will be explained in written form. This document will be signed by the Youth Volunteer, the volunteer's parent/guardian and the Coordinator of Volunteers. This document will be placed in the volunteer's information file.

3. Third Offense: The Youth Volunteer's parent/guardian will be contacted and requested to immediately pick up the youth from the SHARE facility and the youth will be suspended from SHARE's Youth Volunteer program for a term of 3 months. At the end of the three months, the Coordinator of Volunteers will contact the Youth Volunteer and his/her parents to discuss the privilege of reapplying to the SHARE Volunteer program.

### **Youth Volunteer Dismissal:**

Youth Volunteers who do not adhere to the rules and procedures of SHARE, or who fail to satisfactorily perform their volunteer assignment, are subject to dismissal. The Executive Director and/or the Coordinator of Volunteers may terminate a Youth Volunteer from the SHARE program.

### **Immediate Dismissal Action:**

Certain offenses may warrant immediate dismissal. Grounds for immediate dismissal may include (but are not limited to): Gross misconduct or subordination; Committing a criminal offence (theft, assault, vandalism, etc.); Acts of abuse, mistreatment, violence or breach of policies or procedures; being under the influence of alcohol or drugs.

The Executive Director and/or the Coordinator of Volunteers may terminate a Youth Volunteer from the SHARE program.

1. The Youth Volunteer will be given a verbal and written notice of the reason(s) for the immediate dismissal. The parent of the Youth Volunteer will also be given a copy of the written notice for dismissal.
2. The Youth Volunteer's parents will then be asked to immediately remove the Youth Volunteer from the SHARE facility and they will be asked to never return.
3. Copies of the termination letter will be submitted to the Executive Director and a copy will be kept in the Youth Volunteer's personal file.

### **Grievance/Complaint Procedure:**

SHARE's grievance policy is based on the fundamental values of respect for the individual and fairness to the individual and the organization. A grievance procedure exists so that members of SHARE can voice their issues and have an avenue to solve

them. Every effort should be made to solve problems cooperatively and informally before presenting them to the Coordinator of Volunteers in writing as a formal grievance. Every effort will be made to achieve a speedy and effective resolution. All complaints and questions will receive thoughtful considerations and will be discussed with the individual who presents the complaint.

# **SHARE Behavior Intervention Policy**

**The following should be conducted by an Adult Volunteer only.**  
**Youth Volunteers should observe only.**

It is SHARE's policy to follow a hierarchy of interventions, ranging from least intrusive to most intrusive allowable when addressing inappropriate or problem behavior displayed by children in SHARE's care. Reinforced appropriate and desired behavior as quickly as possible using praise paired with tangible items as appropriate.

1. Extinction (ignoring the behavior, withholding reinforcement by not acknowledge inappropriate/problem behavior).
2. Verbal prompt to discontinue inappropriate/problem behavior.
3. Verbal redirection (refocusing the child's attention and behavior by telling the child to perform a different activity.)
4. Logical consequences (example: child would not be permitted to complete a craft if he/she is disruptive or destructive to the group in that activity).
5. Physical redirection (using physical contact to refocus the child's attention and behavior to a different activity).
6. Time out for no more than two minutes. Child will be seated in a chair (refer to this as the "Chill Chair" and the chair should not be in a corner) by him/herself where the adults in the can room can be nearby and monitor the child.
7. Contact the Coordinator of Volunteers and/or the Executive Director to explain to them the inappropriate/problem behavior.
8. The Coordinator of Volunteers and/or the Executive Director will remove the child from the classroom and take the child to the gym where he/or she can be supervised by adults in that area. NOTE: The use of "seclusion" is specifically prohibited.
9. Use of restraint. NOTE: Use of restraint is only allowed under specific circumstances would consist of no more than an adult supervisor holding a child on his/her lap with his/her arms around the child until the child calms.

## **SHARE Respite Reminders**

- WASH YOUR HANDS FREQUENTLY and after restroom/diaper changes.
- Anytime you are going to come into contact with body fluids whether helping one in the bathroom, changing a diaper, wiping an extremely runny nose, or taking care of a cut or abrasion, please WEAR GLOVES. This is not only for your safety, but the safety of the child's as well.
- All children should be under constant adult/youth volunteer supervision at all times. There must be two adults in the room at all times. If you need to contact the Director of Volunteers or another supervisor, you can send the Youth Volunteer to request their assistance.
- If you take a child out of the room, for example to the restroom, gym area, playground, etc... please make sure there is another adult/youth volunteer in the room to remain with the other children.
- DO NOT FEED children any of the food or drinks that may be present in the room. Only allow the children to eat or drink what their parents have provided for that child. We have lots of children who suffer from food allergies.
- Always remember: IF WE MESS IT UP....WE CLEAN IT UP!!!

**MOST IMPORTANTLY....**

**HAVE FUN AND ENJOY YOURSELF & THE CHILDREN.**

## **SHARE YOUTH VOLUNTEER FEEDBACK**

1. Where was your assignment for the night? \_\_\_\_\_
2. Did you feel there were enough volunteers in your assigned area?  
Y or N
3. What did you enjoy the most about working with the children in your assigned area?
  - a. Were the adult volunteers helpful?
  - b. Any suggestions regarding the area you were assigned?
4. Where there any problems that occurred in your area? Y or N  
Explain:
5. Do you have any comments or suggestions:
6. Would you like to return to volunteer with SHARE? Y or N
7. Would you like information on our Volunteer opportunities with our SIB SHOP and/or parent support programs? Y or N

NAME: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

DATE: \_\_\_\_\_