

## VOLUNTEER POLICY

**Policy:** It is the policy of the Children's Center programs to encourage volunteerism by parents, partnerships with other community agencies and others to augment and enhance services. Volunteers may be widely used in all areas of the program.

**Definitions:** Volunteer: according to Standards for Licensed Child Day Centers (22 VAC 15-30-10), a "volunteer" means a person who works at the center and:

- Is not paid
- Is not counted in the staff-to-children ratios; and
- Is in sight and sound supervision of a staff member when working with a child.

Occasional volunteer: anyone who volunteers up to 90 hours in a quarter (three month period). An occasional volunteer will be required to have a TB test/screening, which shall have been completed within 12 months prior to or 21 days after volunteering (22VAC 15-30-180). An occasional volunteer in direct care is also required to have a current food handler's license.

Regular volunteer: anyone who volunteers over 90 hours in a quarter (3 month period). A regular volunteer will be required to have a TB test/screening, which shall have been completed within 12 months prior to or 21 days after volunteering (22VAC 15-30-180). A regular volunteer is also required to have a criminal record check, a child abuse check and a urine drug screen. Regular volunteers in direct care are also required to have a current food handler's card.

Age restrictions: Community volunteers must be at least age 16. Children of staff between the ages of 13 and 16 may be allowed to volunteer, as an occasional volunteer with the Executive Director's permission, when assigned to a specific task and supervisor. Volunteers under the age of 18 must also have a signature from a parent or guardian (see Form #1416c).

**Exemption:** Parents, community members or civic organizations who participate in special events sponsored by the Children's Center are exempted from the provisions of this policy. This exemption includes both direct care activities as well as activities which occur outside of the presence of children.

**Procedure:**

- 1) Staff members are responsible to assure that all volunteers follow regulations, performance standards and policies.
- 2) Volunteers are never allowed to supervise children alone.
- 3) All staff is responsible for recruiting volunteers among parents and the community.
- 4) The agency especially encourages parents to volunteer in classrooms.
- 5) The expenses associated with obtaining TB test/screening and Food Handler's cards are the responsibility of the volunteer.
- 6) The Children's Center will pay for the expenses of a regular volunteer's criminal record check, a child abuse check and a urine drug screen.
- 7) All volunteers are required to receive an orientation and training (Form #1416a) including the Confidentiality Policy #111 and the Discipline Policy #515 before they volunteer in the agency for the first time. All direct care volunteers will also receive hand washing training before they volunteer in the classrooms.
- 8) All volunteers must fill out a Volunteer and Service Agreement Form (Form #1416c)
- 9) Volunteers are required to dress appropriately, and uphold the agency's code of conduct. Supervisors will review proper dress code at time of orientation.
- 10) Volunteers may list their volunteer experiences on their resume and future job applications