



Jane's Place, Inc. Allegany County Child Advocacy Center

Volunteer Policy

In order to work well with the staff and to present Jane's Place in the best possible light, we ask that you adhere to the following policies while you are on duty as a volunteer. Failure to comply may result in termination of the volunteer role.

Qualifications:

Volunteers must enjoy working with all types of people. They must show a genuine concern for our organization. A willingness to work hard, get dirty and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

Requirements:

Volunteers must complete a basic orientation session and meeting with Jane's Place Director. Additional training may also be required.

Volunteers must agree to represent Jane's Place, perform in a professional manner whenever doing so, and not to allow personal views and opinions from clouding (overshadowing) or conflicting with Jane's Place's purpose.

Volunteers over the age of 18 years must agree to have a background check, and submit references for review. This area is covered in the application. Anyone under the age of 18 years must submit references for review by program coordinator. Own transportation must be provided.

Volunteers may not serve their hours at Jane's Place alone; they must be supervised by Jane's Place's Director or other staff member. Moreover, volunteers may not be left alone with a child or adolescent.

Time Commitment & Scheduling:

Volunteer hours are flexible, depending on the Volunteer's schedule and that of the center's staff. Once you have agreed to be available for a particular shift, we count on you to be there, please be prompt. In the event you are unable to be at your shift, please contact the Director or the Community Outreach Coordinator at (301)722-0016 immediately.

Signing In:

Each volunteer must sign in each time they arrive and leave for shifts.

Dress Code:

Volunteers are as much a representative of Jane's Place as the paid staff. Your appearance and conduct will reflect Jane's Place. Volunteers with inappropriate attire will be prohibited from volunteering that shift.

