

Welcome to Rediscovering Me Clubhouse

“Alone we can do so little, together we can do so much.”

Helen Keller

Volunteer Orientation



2013-2017



Goals for Today's Orientation

- o To understand the role of the volunteer in our program
- o To review the policies and procedures relevant to our volunteer program
- o To review the responsibilities of any volunteer in our program

Volunteer

- The volunteer agrees to serve as an appointed, non-paid staff member acting under the direct supervision of a staff member.
The volunteer:
 - • Works as a team member with staff.
 - • Follows directions, policies, rules, and regulations.
 - • Works closely with Staff Liaison, and Volunteer Coordinator(s).
 - • Is responsible, dependable, and protects member confidentiality.
 - • Has respect for clubhouse members, staff and others.
 - • Is willing to share ideas, talents, and skills.

Volunteer Responsibilities

- Sign in and out when reporting to the clubhouse
- Respect the confidentiality of clubhouse matters
- Abide by the established Code of Ethics for Volunteers
- Receive the required training about sexual harassment and child abuse reporting policies
- Report any incident that could lead to legal action against the volunteer and/or clubhouse staff
- Be dependable-arrive when scheduled or notify staff when late or unable to volunteer

Code
of
Ethics

For

Volunteers:



1. Confidentiality is a Must!!

- o As a member of the educational team, each volunteer must understand that all information regarding youth members and staff is confidential and should remain in the clubhouse.

2. Be a good role model

- o Set a good example.
- o Show high regard for youth members by being courteous, impartial, and fair.
- o Do not impose your own religious or political views upon others.
- o Refrain from profanity.

3. Respect

- o Respect youth and staff members.
- o Respect boundaries of youth and staff members.
- o Maintain dignity necessary to gain respect of others.

Clubhouse Programming

- o Rediscovering Me Clubhouse follows Anne Arundel County Public Schools calendar.
- o The Clubhouse is closed when AACPS announces no after school activities and/or closed for inclement weather
- o We are closed on all major holidays

Reporting

- o All incidents regarding youth must be reported to the Director, **Meleny Thomas**. Reports must be made the same day of incident.
- o All complaints or concerns regarding youth or other staff members shall be directed to **Meleny Thomas**.

Scheduling & Signing In

- Scheduling of volunteer hours, schedule changes and assigned duties will go through the Director, Meleny Thomas.
- Please notify any schedule changes as soon as possible so that we may contact another volunteer to fill your spot.
- Sign In sheet will be available at the front desk.

Cell phones

- o Please refrain from personal cell phone use during your volunteer hours unless it is an emergency.
- o We want to model good communication and etiquette to our youth and getting them off their phones and being social is a task that we need everyone to assist with.

Dress Code

- o Tank tops or spaghetti strap shirts must be worn with cover up
- o No shorts or skin revealing clothing
- o No T-Shirts with profane or obscene images
- o Jeans, Capri's or Tennis Shoes **are** permitted with a nice top

Who's Who at the Clubhouse

Meleny Thomas- Director

Lynette Thomas- Cook and Workshop facilitator

L'Tynna Wallace- Peer Support Specialist

Marvin Hayes- Recreational Coordinator

Julien Batista- Transportation Coordinator

And our lovely Interns and Volunteers

Speak Up

If you are not comfortable with doing an assigned task, PLEASE let us know! We understand that your time is valuable and want you to have the most positive experience possible here at the clubhouse.

A BIG Thank You!!

We appreciate that you are willing to donate your time to help us here at Rediscovering Me Clubhouse! It is through people like you that help make this organization successful!

Congratulations! You are officially a Rediscovering Me Clubhouse Volunteer!