

# Volunteering

*Thank you for your interest in volunteering with the Community Shelter of Union County! Please read below for some important information. If you have any questions, please email [Volunteer@UnionShelter.org](mailto:Volunteer@UnionShelter.org).*

- All new volunteers are required to go to Volunteer Orientation. This includes volunteers completing community service hours. Orientation dates are listed online. If a child is volunteering with an adult, they do not need to attend orientation.
- All potential volunteers are screened through the National Sex Offenders database.
- Since we rely so much on our volunteers, we ask you to please give us notice if you will not be able to make a scheduled shift. Email [Volunteer@UnionShelter.org](mailto:Volunteer@UnionShelter.org) or call the shelter at (980) 220-9493.
- All volunteers work at our Shelter Staff's discretion, if an issue arises from a volunteer, they may be asked to leave and not able to volunteer again.
- Underage volunteers
  - Minimum age for volunteering is 10 years old
  - 15 years old and under must volunteer with a parents/guardian/responsible chaperone and have a signed release form on file.
  - 16/17 year olds can volunteer solo after they have a parent/guardian sign the release form
- Volunteers are expected to adhere to the same dress code as our staff-business casual. Jeans and t-shirts are welcome, we just ask that you are neatly and conservatively dressed. As volunteers, you help represent the Community Shelter to our community.

## Relationship Agreement

For the safety of you and our clients', we ask that the following relationship boundaries be followed:

- Do not give out your phone number/email address/etc. and do not friend clients on social media.
- Do not give clients gifts/money.
- Do not be alone with clients, have all interactions out in a public area.
- Let clients initiate contact in public.

## Soup Kitchen-Health & Sanitation Guidelines

We operate our kitchen to Health Department Standards. For you, this means the following:

- Good personal hygiene and health. If you are sick, please let us know and don't come.
- Thorough hand washing: Wash hands after eating, blowing your nose, smoking, using the bathroom, or after touching anything besides the food and tools you are working with.
- Wear closed toe shoes with a good sole, the floor can be slippery. Tennis shoes are recommended.
- Head coverings must be worn in the kitchen. Feel free to bring a ball cap or bandana, otherwise we provide hair nets.
- Eating in the kitchen is prohibited.

## Community Service Hours

Volunteers completing community service hours will often be performing deep cleaning projects, please come dressed appropriately. We cannot guarantee that you will be able to complete all of your hours with us if you have not allowed an adequate amount of time until they are due. These will be scheduled after orientation.