

xxxi. Guidelines for Volunteers

Dependability: The volunteer is generally expected to work on a regular schedule as arranged with Growing Places personnel with whom you are working (this will vary). The volunteer will make every effort to be dependable, consistent and prompt. The volunteer will make a sincere attempt to follow through and make these obligations a priority. The volunteer will notify Growing Places if s/he is unable to meet his or her obligations, and keep us informed of the intent to end commitment.

Meeting Time: The volunteer shall meet with the person s/he is working with on a regular basis (as need dictates) to be agreed upon between G.P. personnel and volunteer.

Rules, Routines and Procedures of the classroom/program will be outlined by program personnel. The volunteer shall make every effort not to interfere with normal classroom routines.

Discipline and reward shall be done in a manner consistent with the classroom as directed by the teacher. In general, disciplining of the children will be left to the teacher.

Confidentiality: The volunteer will at all times respect the right to privacy of teachers and students. The volunteer will not discuss other children or classroom situations outside of the classroom (you would not want to hear someone talking about your child at the supermarket!)

Communication: The volunteer and Growing Places personnel shall discuss concerns immediately. If you are not happy with the way something is done or said, talk it out before it interferes with your working relationship. If necessary, get the volunteer coordinator or program director involved immediately to work it out.

Personal Conflict: If there is a personal disagreement with the person with whom you are working, talk with him or her about it at another time. Keep personal conflict separate from Growing Places activities.

Non-disclosure: Any information regarding Growing Places philosophy and program shall be considered official property of Growing Places. Such proprietary information is exclusively for use by personnel and those affiliated with Growing Places. The term "proprietary information" means any information developed by Growing Places, which may be acquired by the employee or member during the period of affiliation with Growing Places, relating to program, philosophy, activities, or written materials, and used in the development of a similar but separate program.

Please Remember: Volunteers should dress appropriately for the occasion and always sign the building log book each time you volunteer.