



St. Anne Community Outreach Youth Volunteer Guidelines

Thank you for your interest in volunteering at St. Anne Community Outreach. We appreciate your desire to help! Please review the following youth volunteer guidelines:

- 1) You must be at least 12 years old to volunteer at the Outreach Center without a parent or guardian present.
- 2) Our hours of operation are Monday through Thursday from 8:30 a.m. to Noon and Tuesday from 1 to 3 p.m. You must be dropped off and promptly picked up within the hours in which we are open.
- 3) You will be assigned an adult, VIRTUS-trained mentor. The mentor will give you instructions and be the person you communicate with about questions and/or work assignments.
- 4) St. Anne Community Outreach has a Director (Katie Byers) and Assistant Director (Richard Sculli). All other questions, concerns and issues should be discussed directly with one of these individuals. Any unusual or inappropriate incidents or behavior should be addressed directly with the Director or Assistant Director.
- 5) All clients entering our facility should be treated with respect and every effort should be made to make them feel comfortable while they are at our facility.
- 6) Confidentiality is critical. No client information should be shared except as necessary to provide quality service. Please do not discuss clients' names or specific information outside of the Outreach Center.
- 7) Mission volunteers must be at least 18 years of age to have access to the computer database and/or client charts.
- 8) Safety is a high priority. Please wear shoes and clothing that are comfortable and allow you to easily perform your job. Do not use equipment with which you are unfamiliar or have not been trained to use. This includes the attic lift, palate jack and copier. Please ask for assistance in retrieving items stored on high shelves.

9) Conduct yourself with good behavior while volunteering. Do not run in the building, climb on shelving or go into any part of the building that does not have an adult present. Never be by yourself inside or outside the building.

10) Keep purses and other valuables in a safe location – either in a lockable cabinet or the closet in the Director’s office.

11) Know where the “panic buttons” are in case of emergency. The buttons are located in the interview room, reception area and food room.

12) Please do not pick up or hold babies or children. We can’t be responsible for children in the waiting area.

13) If you are injured while in the Outreach Center or while completing any tasks related to the Outreach mission, you should report your injuries immediately to the Director or Assistant Director. The first aid kit is located in the laundry room.

14) No donated items may go home with mission workers. The only exception will be if there is a surplus of a perishable item that will have to be thrown away if not given away.

15) Volunteer hours should be recorded on your index card kept in the “Student Volunteers” file. The Director is glad to write letters of recommendation or complete any required paperwork to document hours.

I have read the above Youth Volunteer Guidelines and agree to conduct myself in a manner consistent with the Catholic Church beliefs.

Name of Student: _____

Birthdate: _____

Signature of Student: _____

Name of Guardian: _____

Guardian Signature: _____

Guardian Contact Phone #: _____

Guardian Email: _____