

Standards for CCI Volunteers

Volunteers are viewed as a valuable resource to CCI, its staff, participants and the success of CCI's mission.

Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision and the right to recognition for work done.

Responsibilities of Volunteers:

- Perform your service to the best of your ability, maintaining the participants' interests as your primary focus.
- Treat staff members, fellow volunteers, participants, candidates and graduates with dignity and courtesy, maintaining an environment free of harassment or discrimination.
- Refrain from false, misrepresented or omitted information on a volunteer application.
- Comply with CCI's policies and procedures as communicated during orientation and otherwise.
- Observe, maintain and protect confidentiality regarding staff members, volunteers, participants, candidates, and graduates and avoid sharing information that identifies participants, candidates and graduates in any way.

Procedures for Volunteers:

- Volunteer orientation is to be conducted by the Volunteer Coordinator or other staff member and completed by each volunteer.
- Interview will be conducted by either by the Volunteer Coordinator or other staff member before individual may begin volunteer work.
- Volunteer shall submit a signed Volunteer Application before the interview, and if accepted, shall sign the Volunteer Agreement and Consent & Release Form before beginning volunteer work.
- Any individuals applying for credit as part of a Court Appointed Community Service Volunteer Program must fill out the special application and provide documentation of the offense. The Volunteer Coordinator or other staff member shall review the application with Human Resources before accepting such volunteers for service at CCI.

- Signed copies of the Volunteer Application, Agreement, and Consent & Release Form shall be maintained in the region by the Volunteer Coordinator.
- Staff who will be in a supervisory capacity to volunteers shall have primary responsibility for on-the-job training of volunteers assigned them.
- Volunteers shall notify the Volunteer Coordinator of change of address and phone number.
- Volunteers may resign from their service at any time. It is requested that volunteers who intend to resign provide advance notice of their departure.

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