

Birdhouse Neighborhood Center

Volunteer Policy

Purpose

This Volunteer Policy aims to provide clear guidelines and expectations for volunteers of the Birdhouse Neighborhood Center (“the Birdhouse”).

Authority

The Birdhouse Neighborhood Center Committee, hereafter referred to as the “Birdhouse Committee,” is ultimately responsible for managing and overseeing all volunteer activities at the Birdhouse. They may delegate volunteer oversight and/or management to other groups or individuals.

Volunteer Responsibilities

- Follow the policies and procedures of the Birdhouse
- Maintain confidentiality of the business and all patrons
- Attend all training sessions and meetings as required
- Treat all patrons, staff, and other volunteers with respect and dignity
- Report any issues or concerns to the Birdhouse Committee
- Uphold the Birdhouse’s mission and values

Benefits of Volunteering

- Training and/or professional development opportunities
- Networking opportunities with other volunteers, staff members, and the community
- Letters of reference and other forms of recognition for their service
- Satisfaction of contributing to the community and making a difference in the lives of others

Volunteer Recruitment and Selection

The Birdhouse Committee will recruit volunteers through various channels, including social media, community outreach, and local advertisements. The Birdhouse Committee, or their delegated group or individual, will screen all applications and select volunteers based on their skills, experience, and availability.

Volunteer Management and Supervision

All volunteers are accountable to the Birdhouse Committee or its designated group or individual.

The Birdhouse Committee, or its designated group or individual, is responsible for volunteer guidance and support.

Code of Ethics and Conflict of Interest

All volunteers must adhere to the Birdhouse's Code of Ethics and Conflict of Interest Policies.

Volunteer Policy Review

The Birdhouse Committee will review the Volunteer Policy at least every three years.