

Communities In Schools

Helping Kids Stay In School and Prepare for Life

Volunteer Policy

This policy is written as a guide for executive, program, and site directors on how to manage the day-to-day use of volunteers working within the various programs managed by Communities In Schools of Madison County, Inc.

This written policy should increase the understanding, guide decisions on matters involving volunteers, and help to insure uniformity throughout the organization.

This policy has been approved by the Board of Directors of Communities In Schools of Madison County, Inc. and all major changes will not be made without their approval. Minor changes are made at the discretion of the executive director and approved by the Board at the next meeting of that body.

Equal Opportunity Policy

Communities In Schools of Madison County is an equal opportunity employer. It is the policy of the organization to recruit and utilize all volunteers who are working for our organization without regard to race, creed, color, sex, sexual orientation, national origin, age, physical or mental handicap, or status as a disabled veteran. Decisions on whether a person can volunteer for the organization will be based solely on the individual's qualifications for the position and their ability to meet the basic requirements of the volunteer position, including acceptability standards of the criminal background check.

Drug-Free Workplace Policy

Communities In Schools of Madison County (CISMC) is committed to a safe workplace free from the influences of alcohol and unlawful use of controlled substances. This policy applies to all persons working as volunteers in our organization as well. In addition, CISMC will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988. This policy shall not apply to the extent it is inconsistent with the requirements of the laws of the state of North Carolina.

CISMC prohibits the unlawful manufacture, distribution, dispensation or use of any controlled substance. This policy applies to each volunteer while at any

CISMC site and at any time during which any volunteer is acting in the course and scope of his or her volunteer placement with CISMC.

It is the condition of a persons volunteer placement that each volunteer shall comply with this policy and shall notify the executive director of CISMC of his/her conviction of any criminal drug statue for a violation occurring in the place of their volunteer placement, no later than five (5) days after such a conviction.

Violation of this policy shall subject a volunteer to termination of their ability to volunteer for CISMC.

Training

All CISMC Volunteers will receive a minimum of one hour of training prior to beginning their volunteer service to include as a minimum

- Student Confidentiality
- Organizational information on CISMC
- Specific Program Policies that address behavior management
- Behavior Management
- Safety and the worksite emergency action plan
- Specific instruction on the school's policies and staff rules

As part of this training, volunteers will be given specific instructions on how to best perform their role as tutor, mentor, or program assistant.

Personnel Information

Prior to beginning their service placement all CISMC volunteers will be required to complete the following”

- CISMC Volunteer Application
- Criminal Background check waiver/ and record of approval to volunteer for any violation(s) shown on the Criminal background check from the Executive Director of CISMC

Amended : 1/14/2013

