



Volunteer Guidelines

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Introduction:

Thank you for choosing to volunteer with First-Gen Place! Your commitment and contribution are invaluable to our mission. This document outlines the guidelines and expectations for volunteers to ensure a positive and productive experience for both you and the organization.

1. Mission and Values:

Familiarize yourself with the mission and values of First-Gen Place, available in the Volunteer Information Kit. Understand how your role contributes to the overall goals and objectives of the organization.

2. Volunteer Role:

Clearly understand your designated volunteer role, including specific responsibilities and tasks. If you have any questions or concerns about your role, don't hesitate to reach out to your volunteer coordinator.

Executive Director: Katarina Bromkamp

VP/Volunteer Coordinator: Stormy Smith

Finance: Kathy Wang

Fundraising: Olivia Ritchey

Marketing: Sedra Olabi

Outreach/Advocacy: Hannah Dow

Website Administration: Erin Lipkin & Maia Moxón

3. Time Commitment:

Communicate your availability and commit to the agreed-upon schedule. If you need to make changes, notify your volunteer coordinator as soon as possible. Consistency and reliability are crucial for the smooth operation of the organization. The minimum contribution for volunteers is 4 hours per month.

4. Training and Orientation:

Participate in any required training sessions or orientations. Familiarize yourself with the organization's policies, procedures, and safety guidelines. Seek clarification on any information that is unclear.

All volunteers will be accepted on a trial basis. If the volunteer is unable to perform their duties effectively for the first 90 days (3 months) from their sign-on date, they will be subject to the loss of their volunteer position or reassignment to another department.

5. Communication:

Maintain open and transparent communication with your volunteer coordinator, team members, and other volunteers. Notify the organization promptly if you encounter any challenges or changes in your availability. Emails and communications should be responded to within 2 business days (excluding extenuating circumstances).

6. Professionalism:

Conduct yourself in a professional manner, treating staff, fellow volunteers, and beneficiaries with respect and courtesy. Uphold the values and reputation of First Gen Place, Inc. both online and offline.

7. Confidentiality:

Respect the confidentiality of sensitive information related to the organization, its beneficiaries, and other volunteers. Do not disclose any confidential information without proper authorization.

8. Safety and Well-being:

Prioritize safety and well-being at all times. Follow safety guidelines and report any hazards or incidents immediately. If you have concerns about your well-being or the well-being of others, communicate them promptly.

9. Teamwork:

Collaborate with fellow volunteers and staff members. Be supportive, flexible, and willing to assist in areas beyond your designated role when needed.

10. Feedback and Evaluation:

Provide constructive feedback to help improve processes and procedures. Participate in volunteer evaluations as requested by the organization.

11. Recognition and Appreciation:

Celebrate achievements and milestones. First Gen Place. values your commitment, and your efforts contribute significantly to our success. You are an integral part of our team, and your dedication is sincerely appreciated.

Conclusion:

Thank you for your dedication to First Gen Place! By following these guidelines, you contribute to a positive and effective volunteer experience. Your support is vital to our mission, and we look forward to working together for the betterment of our community.

First Gen Place, Inc. Contact Information:

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