



VOLUNTEER HANDBOOK

Dear Volunteer,

Welcome to The Art Underground volunteer program! By volunteering, you'll not only help students, but also strengthen East Boulder County and promote community involvement.

This guide will help you have the best possible experience as a volunteer. It answers frequently asked questions and gives information about The Art Underground, our students, and your role. Our volunteer coordinator can answer most of your other questions, but please feel free to contact us any time you need our assistance.

Thank you for volunteering! We're glad you've chosen to be a member of The Art Underground volunteer team- you're making a difference in our community!

Sincerely,

Lori Jones, TAU E.D.

Jenna Thieler, TAU Volunteer Program Manager

Volunteer Program Vision

Vision Statement:

The Art Underground Volunteer Program was organized to address the many areas in which volunteers are needed to make our programs run smoothly. This program is founded on the idea that community can build people up while also creating a culture of giving. Through our Volunteer program we offer individuals the opportunity to participate in the arts as well as build job related skills.

Mission Statement:

Our Mission is to provide a meaningful way for members of our community to support the arts in East Boulder County.

Volunteer Information

Volunteer hours must be logged (only waived with written permission)

Volunteerism: A sense of community is built through investment in community; We invest in the Arts Hub Community and we are looking to partner with others willing to invest in this community

Volunteers must agree to allowing a routine background check to be run before starting at TAU/HUB.

As a volunteer you have the responsibility to:

- Be reliable
- Respect confidentiality
- Carry out the specified position description according to the position description
- Be accountable for your actions
- Be committed to the organization
- Undertake training as required by the organization
- Ask for support when you need it
- Let the organization know as early as possible if unable to attend
- Be courteous to students, staff and other volunteers
- Raise any issues you may have with the organization and not denigrate the organization to students, parents, staff and other volunteers.

- Give notice before you leave the program
- Value and support other team members
- Be realistic and candid in accepting your assignment, taking into consideration your interests, skills, and availability
- Follow all policies and guidelines, sign a Code of Conduct, Intellectual Property and Confidential Information Agreement
- Develop your skills as a volunteer by participating in opportunities

Volunteer Policies and Procedures

In order to work well with the staff and to present The Art Underground in the best possible light, we ask that you adhere to the following policies and procedures while you are on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

- Qualifications:

Volunteers must be at least 15 years of age to work without parental supervision, and must enjoy working with all types of people. They must show a genuine interest in the arts i.e. dance, music, art, theater. A willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

- Requirements:

Volunteers must complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required.

Volunteers must agree to represent The Art Underground, perform in a professional manner whenever doing so, and not to allow personal views and opinions from clouding (overshadowing) or conflicting with The Art Underground's purpose.

- Time commitment and scheduling:

Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please notify the volunteer coordinator as soon as possible.

- Signing in:

You must sign in each time you come to work and sign out each time you finish your shift. The volunteer log is kept in the office and can be accessed during volunteer hours.

- Customer relations:

The success of our organization depends upon the quality of the relationship between The Art Underground, employees, volunteers, customers and general public. Our customer's impression of The Art Underground and their interest and willingness to utilize our services is greatly formed by the people who serve them. In a sense, regardless of your position, the more goodwill you promote, the more our customers will respect and appreciate all that is done for The Art Underground.

- Smoking policy:

As per State Law, smoking is PROHIBITED inside or within 15 feet of the front door.

- Substance Use:

Volunteers are not to be under the influence of any substance. The Art Underground has a zero tolerance policy for drugs, alcohol or any other substances during volunteer hours.

- Misappropriation of supplies:

There will be no removal of the organizations property without the approval of the manager or volunteer coordinator.

- Workplace safety:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers, and clients. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

- Volunteer injury:

Any personal injury that occurs while volunteering for The Art Underground should immediately be reported to a staff member.

- Volunteer feedback:

The Art Underground encourages volunteers to make suggestions, voice concerns and give ideas about how the agency fulfills its mission to the community. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.

Volunteer Agreement Signature Form

To be read, signed and returned to the volunteer coordinator before beginning any volunteer activities.

I, _____,

(Please print your name)

Have received a copy of The Art Underground Handbook and agree to follow the policies and procedures as listed in the handbook.

Signature

Date

Return to:

The Art Underground