

Our Mission:

PHOENIX CHILDREN’S PROJECT is dedicated to improving the lives of children living in poverty in Phoenix, Arizona and surrounding areas (Metro Phoenix). Our goal is to help these children become healthy and self-reliant. First we help feed and clothe them; then we teach them how to help themselves so they can “break the chain” and create better lives for themselves as adults.

**PHOENIX CHILDREN’S PROJECT**

**VOLUNTEER GUIDELINES**

Community Center (CC): 1047 N. 28 Street

Phoenix, AZ 85008

Phoenix Children’s Project (PCP) is very appreciative of all persons who are willing to commit time and energy to help these kids. It takes a combined community to accomplish this and we welcome volunteers to join in the goal of enhancing these children’s lives and helping them to be the best they can be.

Please read and initial each item below.

**Sign In/ Sign Out Policy:**

* All volunteers must check in and may be asked to wear a name tag.

**Performance Standards:**

**Dress Code:**

* While we suggest our Volunteers dress casually and comfortably, because you will be working directly with children, Volunteers are expected to use good judgment and dress conservatively and appropriately. \_\_\_\_\_\_\_\_\_

**Personal Conduct**

* Phoenix Children’s Project expects Volunteers to conduct themselves professionally at all and always upholding and enhancing the positive reputation of Phoenix Children’s Project. Please be enthusiastic and happy when dealing with the children. We view our Volunteers as role models for our kids and representatives of our organization. Please live up to that expectation. \_\_\_\_\_\_\_\_\_
* Because we are run solely by and **rely on our Volunteers, we ask that you treat your time with us a paid job (just as you would your employer). Please arrive on time. We also ask that you do not use your cell phone or smart phone while at our Community Center or with the children*. We require 100% of your focus to be on the children.*** \_\_\_\_\_\_\_\_\_
* Please do not have any physical contact with the children. \_\_\_\_\_\_\_\_\_

**Miscellaneous Standards:**

* We understand when situations arise and a Volunteer has to cancel. Please provide us with as much advanced notice as possible if you cannot volunteer for a scheduled time. We plan things according to how many volunteers we have scheduled. \_\_\_\_\_\_\_\_\_
* Volunteers shall exercise mature judgment in supervising children. It is essential that confidentiality is maintained. \_\_\_\_\_\_\_\_\_
* Our Community Center is a non-smoking facility. \_\_\_\_\_\_\_\_\_
* Volunteers should be willing to perform a wide range of tasks. \_\_\_\_\_\_\_\_\_
* If a volunteer has any concerns or doesn’t understand the activity or task assigned, he/she should ask for a demonstration and/or clarification from the Director. \_\_\_\_\_\_\_\_\_
* We ask that the Volunteers who supervise the Arts & Crafts Activity not to participate in the making of the activity but rather assist the child/children. And please do not use the playground equipment. That is for the children only. \_\_\_\_\_\_\_\_\_
* Please make outside arrangements for child care of non-school age children instead of bringing them to the Community Center. **We require 100% of your focus and attention to be on our children.** \_\_\_\_\_\_\_\_\_
* All Volunteers at our CC should be 18 years and older. In some cases, Volunteers can be younger. \_\_\_\_\_\_\_\_\_
* If you are having a problem with a child, immediately inform the Director. \_\_\_\_\_\_\_\_\_

I have read the above information and agree to the guidelines and responsibilities:

Printed Volunteer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for volunteering with Phoenix Children’s Project!**