

Yolo Crisis Nursery

Volunteer Program Description

- The Yolo Crisis Nursery is a program operated by FamiliesFirst. It is a program that is dependent upon community participation. Thus, the volunteer is a vital part of the Crisis Nursery team. The volunteer allows for the enhancement of the program by lending his/her special skills and time to the children that are served at the Nursery. Volunteers may assist with the daily care of the children, sort donations, assist in fundraising and outreach, and/or perform general housekeeping duties.
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Requirements

- Direct care volunteers must be at least 18 years of age and shall meet all requirements set forth by FamiliesFirst and Community Care Licensing Regulations. *
- Direct care volunteers must be fingerprinted, receiving a Criminal Record Clearance and a Child Abuse Record Clearance. Also, direct care volunteers must also have a (recent –within 1 year) TB test and complete a drug screen.
- The volunteers must submit an application and attend an interview.
- The volunteer will be required to attend volunteer training sessions. Volunteers are welcome to attend additional trainings that are offered for the staff at the Crisis Nursery.
- Volunteers are expected to follow the “House Rules” while at the Nursery.

Duties and Responsibilities

- If you are a direct care volunteer of the Crisis Nursery, you are expected to assist the staff in providing care for the children at the Nursery.
- A direct care volunteer can play with the children, nurture the children, assist at meal times, perform general housekeeping duties, assist at bed time or attend to children at bath time.
- Staff depend upon direct care volunteers because many of the children require one on one care, and during demanding times such as during intakes and transition times additional support is necessary.

* Volunteers who do not wish to do direct care with the children, may be exempted from some of the requirements.

- Because volunteers are so important to the program, it is expected that volunteers will do the following:
 - Maintain a professional commitment to the program and the volunteer job that you have been assigned.
 - Call the Crisis Nursery Facility Manager if you cannot be at the Nursery during your scheduled time.
 - Accept directions from the counselors, case manager, house manager, or the program manager as needed.
 - Attend required training.
 - Dress appropriately, keeping in mind professionalism, as well as comfort and practicality when playing with children.
 - Maintain a record of hours and submit them to the House Supervisor in a timely manner.
 - Respect the confidentiality of clients' names, histories, families and the privacy of those with whom you work at the Nursery.
 - Honor the "House Rules" for the Nursery.
 - Understand and honor the "Personal Rights" of children at the Nursery.
 - Accept the right of the Program Manager to dismiss any volunteer for poor performance or inappropriate behavior.

Volunteers are not permitted to administer medication or take the children off the Nursery grounds alone.

Volunteer Rights

The Crisis Nursery is dependent upon volunteers to assist in running a quality program. It is an honor to work with people who are interested in volunteering their time at the Nursery. Volunteers have the following rights:

- To be provided orientation, training and supervision at the Nursery.
- To declare allowable non-reimbursed out of pocket costs for federal income tax purposes.
- To be given an assignment that matches with your skills and interests
- To ask for a new assignment if the current assignment does not fit well.
- To apply for paid positions for which you qualify.
- To ask for guidance from supervisory staff.
- To eat with the children at meal time or snack time, if on duty (direct care).
- To provide suggestions regarding the program and the care of the children.
- To be recognized for your efforts.
- To be respected by the staff and the children.

Sign and date to indicate that you have read and understand the Program Description, Responsibilities and Rights of Volunteer

Signature

Date

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