

I, _____ (PRINT), have read and understand the rules, expectations and procedures listed in this snapshot. I understand that I am also responsible for making myself aware of the policies and procedures within the GYC Guide, which I can ask for at any time. Any questions regarding the role of the Volunteer that I have has been answered to my satisfaction.

SIGNATURE

DATE

WITNESSED BY

GREENWICH YOUTH CENTER VOLUNTEER SHAPSHOT

EMERGENCY PROCEDURES

RESPONSIBILITIES &

GUIDELINES FOR VOLUNTEERS



Greenwich Youth Center

6 Academy St. Greenwich, NY 12834

www.GreenwichYouthCenter.org

VOLUNTEERS MAKE A DIFFERENCE!

The Greenwich Youth Center (GYC) is able to function in large part because of the wonderful volunteers who give of their time and talents to support what we do. As a Volunteer at the Greenwich Youth Center you can make a difference in the life of a young person. Volunteers: Encourage Support Engage Assist Manage and Model. But most of all, our volunteers help to promote positive relationships and build character

Volunteer shifts are a minimum of two (2) hours a day. You can volunteer weekly, bi-weekly or monthly. Bring what you love to do and share it with the next generation of eager minds.

Volunteer Values

As a volunteer, it is important that you understand safety and integrity are cornerstones of our policies. All volunteers must agree to and adhere to the core values of the GYC while in the presence of GYC members, during events or special activities or representing the GYC in any capacity.

Core Values

Safeguard GYC members while in the commission of role as a Volunteer.

Be an advocate for positive change

Be respectful of members and other volunteers

Be Supportive and Constructive in our interactions with members

Use positive reinforcement whenever possible

Maintain appropriate physical and emotional boundaries with members

Treat everyone with respect, patience, kindness and integrity

Volunteer Role/Duties

Each volunteer contributes in a different way. Each volunteer brings with them a wealth of experience and knowledge that our members can learn from. Your individual talents and skills will be a great asset to our various programs. Along with specific roles, volunteers are also responsible for some basic tasks as well, depending on shift and what the immediate need is.

Medical Emergency

In the event of a medical emergency that requires more than the first aid kit, call 911. All volunteers will be given the opportunity to receive first aid/CPR training and as a result will be mandated responders and may have to perform life-saving procedures until help arrives. One Volunteer will be responsible for the safety of other members, clearing the area and making phone calls as necessary. Make sure to fill out an accident report form.

In the event of any emergency, when in doubt, dial 911, then call down the Emergency Contact number. Always remember to fill out the proper incident/accident report form to document all necessary information.

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*This is just a snapshot of Volunteer Guidelines and Responsibilities. For a more complete illustration of the Greenwich Youth Center's Policies, Procedures and Guides, please see the manual. It is **your** responsibility to understand all of its contents.*

Thank You for becoming a Volunteer at the Greenwich Youth Center. We welcome you into our family and look forward to a long lasting partnership as we work together for the betterment of our Youth and Community.

Emergency Contact Numbers

Chai Stark/Director – 518-522-8335

Adam Mack/Assistant Director – 518-538-1372

Garson Smith/CCGY President – 518-338-6302

Sue Sanderson/Board Member – 914-629-8300

Matt Donnelly/Board Member – 518-744-2183

Laura Hall/Board Member – 518-337-8125

Loss of Power

In the event the power goes out, the role of the Volunteer is to keep everyone calm. Preparations need to be made for members to contact parent/guardians to arrange pick up. The Youth Center will close within 15 minutes of continued power loss. Volunteers will remain at the Youth Center until the last member is picked up/leaves.

Fire

In the event of a fire, call 911. Make sure the exits are safe and safely and calmly escort the members out of the Youth Center and in front of the town hall building. A volunteer should grab the sign in/out sheet and call phones. At the town hall, volunteers will need to verify the number of members with the sign in sheet to make sure everyone is accounted for. Once verification is made of all members, calls should be made to arrange for member pick up.

Severe Weather/Lightning/Tornado Warning

In the event that there is a severe weather warning, i.e., tornado, thunderstorm, severe winds, the role of the Volunteer is to keep members feeling safe and calm. Assess how long the storm is expected to last. If the storm is moving quickly and will pass, then we can keep the Youth Center Open. If the storm is one that would/can cause severe damage, making for difficult driving conditions, then the Youth Center will close within 30 minutes. Members will have to arrange for pick up. Volunteers are expected to remain at the Youth Center until last member leaves.

Duties

Opening Procedures

Closing Procedures

Cleaning

Taking out garbage

Clerical (data entry, making copies, etc.)

Organizing supplies

Leading Activities

Monitor Member Activity

& More as needed

The most important role of a volunteer is to be involved with the members. This requires volunteers to engage. While our volunteers encourage members to learn and participate in adult led activities, often members will ask volunteers to participate in other activities, like board games, video games, card games, billiards, singing and more.

At all times volunteers must act with integrity and appreciate the member/volunteer boundary. Volunteers must be mindful of verbal, emotional and physical interactions with members at all times. Any inappropriate contact will not be tolerated and the appropriate response will be dealt. Safety is the environment that we intend to create and maintain for all members and volunteers.

It is important that we remember that the interests of our members are just as important as what we are trying to teach them, and this collaboration allows us to help them to learn how to foster their interests in appropriate ways. It is our goal to promote an environment that allows our members to be comfortable and expressive while learning appropriate ways to interact. These are skills that will help them as they grow.

**Below is a quick list of duties/responsibilities
that each Volunteer needs to do.**

Opening Procedures

If you are opening the Youth Center, here is a quick guide on what to do:

Turn on all the lights

Turn on the computers

Turn on Sound board for iPad & Xbox

Put out the Sign

Put out food items on the food table

Make sure sign in/out sheet is ready

Closing Procedures

If you are closing the Youth Center, here is a quick guide on what to do:

Close Kitchen 30 minutes prior to closing.

Announce clean-up 1hr before closing and get members to participate in clean-up

Make sure all dishes are washed/put away

Garbage is taken out

Floors are swept

Turn off Sound board 10 minutes to closing

Turn off computers 10 minutes to closing

Make sure lights are turned off

Make sure sign is brought in

Make sure doors/windows are locked

Make sure members who need a ride make phone calls 30 minutes prior
to closing.

Reminder: During Volunteer shift, all volunteers should be mindful of what music/content is being played on the iPad, on the computers and Xbox. Monitoring of all GYC equipment for appropriate and proper use important. Volunteers are also required to know the GYC code of conduct and hold each member accountable. It is within the authority of Volunteers to ask a member to leave if they break the rules.

Closing Policy/Inadequate Staff/Volunteers

It is the policy of the Youth Center that there be at least two (2) adults, Staff and/or Volunteers present in order for the center to remain open. This is for the safety of all. Things happen and in the case of a no-show/emergency, Staff/Volunteers are directed to begin calling the Volunteer list to find suitable replacement. The Youth Center can remain open, but not for more than 30 minutes. If a replacement is found, the Youth Center can re-open. If no replacement is found, the Youth Center will close for that day.

Emergency Procedures

The safety and well being of everyone at the GYC is important to us. Volunteers play a large role in helping staff maintain a calm environment in case of an emergency. While there will always be at least 1 staff member working with Volunteers, there may on occasion be the need for Volunteers to open or close the GYC. There may be a need for Volunteers to manage the GYC while Staff are away. Knowing what to do can mean the difference between life & death.

In the event of a fire, flood, power outage or emergency, knowing what to do can save lives. The first response is to remain calm. If you panic, our members panic. Call 911 in the event of an emergency. If The Center Director or Assistant Director is on duty, then support them as needed. In the event they are not present follow the procedures below. One Volunteer should make the call down the list to the first person they are able to reach. Leave message if necessary. Further instruction and support will be provided when contact is made. Always call the Director and Assistant Director first.