

Policy for High School Student Volunteers:

Thank you for considering volunteering at the Needham Community Council. Volunteers are vital to the mission of our organization.

The Needham Community Council is a private non-profit organization which supports people in Needham who have under-met health, educational or social needs and promotes volunteerism, community and a sense of shared responsibility.

Current high school students are welcome to apply to the Community Council for a volunteer placement. Call us at 781-444-2415 or email srobinson@needhamcommunitycouncil.org to make an appointment for a tour and orientation to ensure that the volunteer experience will be a good match for our agency needs **and** your skills/ interests. **Requests from parents, family members, teachers, etc. will not be accepted.**

The Council is open Monday – Friday, 8:30 a.m. - 4:00 p.m. The Food Pantry is available for student volunteers on Tuesdays, Thursdays & Fridays. Due to the confidential nature of the food pantry we do not use student volunteers in the pantry when it is open for customers on Mondays and Wednesdays. We ask that you make a **minimum** commitment of 1 consistent day per week of 1 to 3 hours per day.

Weekend availability is limited to 3 days per year when we hold town-wide food drives & occasional special events. We are open throughout the summer months and during all school vacations.

Only 4 student volunteers per day can be accommodated and advance scheduling is required. If a student needs to miss a day of volunteering, he/she may reschedule **only** if there is an opening on another day. Students are responsible for alerting this office beforehand if they are unable to attend their regular work shift. If the student volunteer misses 2 scheduled assignment dates, without informing Council staff in advance, the volunteer assignment will be terminated.

The student is responsible for completing all required paperwork ahead of the placement and signing in for all volunteer hours in order to be eligible for community service hours for the volunteer assignment.

Examples of the types of work assignments:

- Wiping down shelves & counters
- Sorting, restocking & organizing food pantry shelves
- Bringing trash to designated area
- Sorting donations & organizing in the thrift shop... hanging up clothing, putting like items together, organizing books, checking games for all needed parts, etc.
- Preparing bulk mailings, stuffing envelopes, labeling, organizing by zip code, etc.
- Yard maintenance, raking, shoveling snow, picking up trash in the parking lot, etc.
- **Other assignments as designated by Council staff**
- Vacuuming food pantry, office space & thrift shop
 - Sorting hangers by size and type
 - Breaking down boxes to be recycled

Volunteer work assignments are determined based on the needs of the Needham Community Council.

Appropriate clothing: No open shoes; no flip flops, sandals, etc. No exposed midriff or underwear.

If our volunteer program does not meet your needs, here are some web sites that may give you some other ideas for places to contact:

http://fcw.needham.k12.ma.us/~gretchen_ayoub/Volunteer

<http://www.thevolunteerfamily.org/>

<http://www.dosomething.org/>

<http://www.teenlife.com/?page=CommunityService>

<http://www.compassionatekids.com/volunteering.shtml>

<http://generationon.org/teens/what-matters>

<http://www.idealists.org/info/Volunteer>