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**VOLUNTEER AGREEMENT**

FOR A BETTER UNDERSTANDING OF WHAT YOU CAN EXPECT AS A VOLUNTEER AND WHAT IS EXPECTED OF YOU BY OUR ORGANIZATION WE ASK THAT YOU READ AND SIGN THE FOLLOWING:

Volunteers play a vital role within our organization and will make a huge impact on the families and children of Operation Breakthrough through any volunteer effort. Volunteer positions will be assigned depending on center and staff needs that suit your interests and capabilities. The Volunteer Department greatly appreciates your voluntary services and will do it’s very best to ensure that your volunteer experience is what interests you, is rewarding, productive, and safe.

Operation Breakthrough is the largest all in one childcare facility in the state of Missouri; 720+ children call this center their home away from home 5 days a week all year round. The majority of families and children that we serve are living in extreme poverty and have experienced multiple traumas in their lifetime. 1 out of 5 of our children are living in foster care, a shelter, or with a family member or friend. Our center is often the only stable environment that our children have, so we take extra precautions to ensure that every volunteer who interacts with our children and families understand the impact they have when introduced into their lives. We are looking for committed volunteers to believe in and support our mission.

*We ask for your cooperation in adhering to the following guidelines:*

-I understand that as a volunteer I am here to supply quality assistance to the children, teachers, and staff of Operation Breakthrough.

-I will support the Operation Breakthrough mission, and understand that as a volunteer I am a representative, on and off site, of this organization.

-If volunteering directly with children, I will attend a scheduled orientation, complete a TB skin test\*, background check consent form\*, and commit to a at least 1 Classroom shift every week for 12 weeks or 2x/month in MakerCity. *\*Fees must be covered entirely by volunteer*

 -I will display a polite, positive, and professional attitude towards staff, other volunteers, Operation Breakthrough families, and the general public.

-I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

-I understand that Operation Breakthrough cannot be held responsible for any damaged, lost, or stolen personal belongings.

-If volunteering with children I will use positive methods of child guidance and will not engage in any form of punishment. I understand that no child will be left alone or unsupervised while under my care.

-I will follow Operation Breakthrough’s dress code and always wear a volunteer badge when at the center in order to promote safety.

-I give my permission to Operation Breakthrough for the use and reproduction of any and all photographs, video or audio recordings taken of me while volunteering. All recorded media, prints; created media from the content shall be the property of Operation Breakthrough.

-I will not photograph any children without the approval of the classroom teacher or education coordinator. I understand that cell phone use is not permitted while I am volunteering at the center.

-I understand that as a volunteer in this facility I am required to be a “Mandated Reporter” If I have any concerns or questions regarding the wellbeing of a child I will immediately notify a supervisor.

-I will set personal boundaries for myself and acknowledge my limits when volunteering. I will hold myself accountable for the commitments I undertake, and understand that staff will as well.

-I will notify the organization beforehand if I will be absent or unable to attend any commitment that I made with staff.

-I will keep my personal safety and the safety of all children and staff at the forefront of my volunteer activities. I will follow the rules and protocols presented to me, and will listen to staff’s direction while volunteering.

-I understand the importance of maintaining confidentiality of our families and children while serving as a Volunteer. I will respect the privacy of all Operation Breakthrough families and their children and will not share any private information with other volunteers, friends, or family.

-I will let the Volunteer Department know if they can improve the service and support that I receive. I will be open and honest and notify the department if I would like to change my role and/or commitment.

*I have read and understand the guidelines and statements above, and agree to comply with them while I am a volunteer for Operation Breakthrough. I understand that I can be terminated as a volunteer at any time for any reason, and will be asked to leave the premises if I do not follow the above requirements.*

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