

El Buen Pastor Latino Community Services

Volunteer Code of Conduct

At El Buen Pastor Latino Community Services we believe that all will be blessed by building relationships with people from different cultures and those who speak different languages as we learn that our commonalities as children of God are stronger than our differences.

With this in mind as you serve here, we suggest that you

- look for common denominators between you and those you are helping by trying to discover interests and affinities that you share.
- level the playing field by avoiding drawing attention to socioeconomic advantages you may have. Modest, casual clothing is best.
- express interest in cultural customs and traditions, always being sure to be affirming in your comment.
- share your experiences and background in ways that will open new horizons for the person with whom you are working.
- encourage children and young adults to be hopeful about their future and affirm that graduating from high school is the goal for everyone, but be careful not to make assumptions about their ability to travel or attend college.

Please do not ask anyone about their immigration status.

Volunteering with Children and Youth

1. Treat with confidentiality all information about any families who participate here. If you have concern about the safety or propriety of a situation that you learn about, please speak privately to a staff member.
2. Please do not bring gifts or food for children or offer money or goods to adults without the prior consent of a staff member.
3. Please talk to a staff member before making contact with a child or adult outside the confines of our programming.
4. Immediately notify a staff member of any disrespect or unkindness you experience from any child or young person here – we have a zero tolerance policy for disrespect.
5. A volunteer and a child are not to be in a room alone in a one-on-one situation.
6. In order to provide a good model for children and demonstrate the importance of the tutoring hour, please keep mobile phones and other electronic devices out of sight and refrain from using them during your volunteer service.
7. Please do not bring food or any beverage other than water for your own consumption while volunteering.

Volunteer Requirements

1. Volunteers must be at least 16 years of age to serve as a tutor or help with children's programming. Volunteers under 18 must always be in the presence of an adult.
2. Middle school students and 9th and 10th graders are welcome to serve if a parent or other adult accompanies them and also volunteers.
3. Before serving each volunteer must sign (1) Volunteer Confidentiality Statement, (2) Volunteer Policy Agreement Statement, and (3) Background Check Authorization.
4. A background check will be performed on all volunteers 18 and over, and will include a SSN verification (we will NOT keep SSNs on file), National Criminal Database Search, and National Sex Offender Registry Search.
5. Our staff has the right to discontinue a volunteer's service at its discretion.
6. The success of our programs depends on regular attendance by all volunteers – please make your volunteer commitment a priority, and be sure to contact the appropriate program manager as soon as you find out you will have to miss a scheduled session.

Volunteer Confidentiality Statement

I promise to hold in confidence all information regarding the people of El Buen Pastor Latino Community Services (EBP/LCS).

I will serve as an ambassador for the organization and freely share the news about the good work that goes on here and my personal experience as a volunteer, and I will respect the children and their families by not using their full names or sharing their personal information with anyone other than the appropriate staff of EBP/LCS or the Pastor of El Buen Pastor Presbyterian Church.

The staff of El Buen Pastor Latino Community Services deeply appreciates the partnership of each volunteer who gives time, service, and friendship to the people of this community. The families who participate in the programs here are grateful for the assistance you give to them and their children.

Thank you for helping us to bridge the cultural and language differences that sometimes separate us from our neighbors.