



Volunteer Job Description

Our volunteers play a wide range of vital roles within Victim/Survivor Support, providing emotional and practical support to people affected by domestic and sexual violence, stalking and sex trafficking. MayDay Inc. strives to place volunteers in positions where they feel their skill sets can be best utilized for both their fulfillment as a volunteer, and the agency's mission.

Duties

Volunteers may provide direct or indirect services. Those who wish to provide direct services are required to complete the 40 hour core advocacy training. Some examples of direct service volunteer opportunities are: Crisis hotline advocacy, safety planning, hospital response, court accompaniment and shelter client advocacy.

Indirect services include supporting our office team with project work or administration, Board membership, donations coordination, cleaning, organizing, outreach, community events and fundraising.

Requirements

Volunteers must be at least 18 years of age to provide direct or indirect services at the agency unless clients are not present. Volunteers under the age of 18 may participate in community events and outreach. Volunteers must agree to adhere to confidentiality, and be free of any conflicts of interest.

In addition background checks are required for volunteers over 18 and will be expedited through the Oregon State Police Department. Individuals under 18 must have parental permission. A criminal record check that indicate arrests or convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties as a volunteer will be reviewed to determine eligibility to volunteer with MayDay Inc.

APPLICATION FOR MAYDAY BOARD VOLUNTEER POSITION

MISSION STATEMENT: "MayDay advocates for freedom from all forms of abuse, through its prevention, education and support services to all community members."

GOAL: MayDay, Inc. is to reduce the incidence of domestic violence, sexual assaults and elder abuse in Baker County through prevention and education.

We consider applicants for volunteers without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or veteran status, or any other legally protected status.

(PLEASE PRINT)

Date of Application: _____

How Did You Learn About Us?

Advertisement Friend Inquiry

Relative Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)		Social Security Number

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been affiliated with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Do you agree to a criminal history check? Yes No

- I am committed to the mission of the organization.
- I will contribute the time required to be an effective board member.
- I am comfortable with the approach and tone of the organization's fund-raising efforts.
- I will contribute financial support consistent with the guidelines for board members.
- I will place the organization's purposes and interests above my own professional and personal interests when making decisions as a board member.

Signature of Applicant

Date

**What ideas do you have to improve MayDay's function in the community?
EDUCATION**

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Work Experience (Current or Last Job)

Employer	Dates Employed		Work Performed
	From	To	
Address			<p>May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason for Leaving			

Describe any specialized training or skills that would apply to a board position.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Have you served on other boards? When, and for what organizations?

Please list:

Personal/Professional References *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.
I authorize investigation of all statements contained in this application for appointment to volunteer position on the MayDay board as may be necessary in arriving at an appointment to the board.
This application for a board position shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered beyond this time period shall inquire as to whether or not applications are being accepted.
In the event of appointment, I understand that false or misleading information given in my application or interviews) may result in removal from the board. I understand, also, that I am required to abide by all rules and regulation of the by-laws.

Signature of Applicant

Date



Volunteer Handbook

Welcome

Welcome. It is our pleasure to welcome you as a Volunteer of MayDay Inc. You are an integral part of a dynamic nonprofit organization. We designed this manual to help you understand what policies guide your activities here at MayDay.

We think working with MayDay is a special opportunity. We hope that you will find your volunteering a matter of both pride and satisfaction and that it will be mutually productive and enjoyable.

Equal Employment Opportunity

It is the policy of MayDay Inc. to afford equal opportunity in all aspects of employment, volunteering and to all persons seeking our services. No person shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, disability, political affiliation, marital status, or medical condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. If sex segregation or sex-specific programming is necessary to the essential operation of a program, MayDay Inc. will provide comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

This policy shall apply to all persons seeking our services and to all employees, and volunteers and extends to all phases of employment, including recruitment, screening, referral, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

Anyone who believes that he or she has experienced discrimination by anyone from MayDay Inc. may notify the Executive Director or the Board of Directors within 180 days of the discrimination.

Americans with Disabilities Act (ADA)

MayDay Inc. welcomes applications from people with disabilities. We fully support the Americans with Disabilities Act of 1990. We have taken steps to make our work facilities barrier-free and accessible as defined by state and federal statutes.

Supervision

Each volunteer will be assigned a staff person, as their supervising point person. We ask each volunteer to fill out a time log to track their hours, your point person will initial your log at the end of each day.

Meal and Rest Periods

All volunteers should take a 15-minute rest period for each four hours worked or major fraction thereof, this time counts towards your volunteer hours. Volunteers who work 5 hours or more should take a meal period of 30 minutes.

Safety Policy

MayDay Inc. strives to provide a safe and healthful workplace and to prevent accidental injury through employee training and education. The agency maintains a safety manual with complete information on all aspects of our safety program.

MayDay's Executive Director is responsible for overseeing the safety programs of the organization. Every volunteer must read the safety rules. Furthermore, the Executive Director and your point person, are expected to enforce all safety rules as the surest method of preventing accidents and injuries.

It is the responsibility of the Executive Director to oversee proper care, storage, and maintenance of all equipment and potentially hazardous materials (including chemicals such as toner or cleaning agents). The Executive Director regularly conducts safety reviews of work areas and takes steps to correct any potentially hazardous situations.

All employees and volunteers are required to work in a safe and responsible manner. Safety requirements for employees and volunteers include all of the following:

- Considering safety as a daily on-the-job priority
- Following all safety rules and work procedures
- Preemptively or immediately, within 24 hours, reporting any unsafe condition, accident, or near-miss to their supervisor (Executive Director or point person)
- Maintaining a clean and orderly work area
- Working only with equipment or materials with which they are familiar and for which they've been properly trained
- Always wearing seat belts when traveling on agency business

Any willful violation of a safety procedure can result in immediate loss of volunteer opportunities.

Drug-Free Workplace

As part of MayDay's ongoing commitment to a safe and healthy workplace, we maintain a drug-free workplace policy. Any volunteer who is under the influence of drugs or alcohol runs the risks of endangering their safety and the safety of others, destruction of or damage to personal or agency property, and a loss of productivity and workplace morale.

All volunteers of MayDay are required to understand and comply with the agency's drug-free workplace policy. Any failure to comply with the guidelines of this policy can result in immediate termination of volunteer opportunities. Volunteers either in our offices, shelter or conducting business on behalf of our agency regardless of location are prohibited from all of the following:

- Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any controlled substance.
- Reporting to volunteer while under the influence of alcohol or a controlled substance. Controlled substances include, but are not limited to, narcotics (such as heroin and morphine), cannabis (marijuana, hashish), stimulants (such as cocaine and amphetamines), and depressants (tranquilizers) except by doctor's prescription, and hallucinogens (such as PCP, LSD, and "designer drugs").
- Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any legal prescription drug in an illegal manner.

- Reporting to volunteer while impaired by the use of a legal drug whenever such impairment might substantially interfere with job performance or pose a threat to the employee's safety or the safety of others, or risk significant damage to agency property.

Smoking

Smoking is prohibited in all MayDay Inc. offices, shelter and company vehicles.

Punctuality and Attendance

We value you as a volunteer and you are an integral part of our agency. Volunteers who are unable to report for scheduled time should let us know within one hour of their scheduled starting time.

Use of Facilities and Property

Volunteers are asked to treat agency property as they would their own. Specifically, volunteers are to keep their own work area and common areas clean and well maintained and limit their use of agency equipment to work-related purposes.

Guests and Visitors

Volunteers are asked to not have on-the-job visitors and/or guests to ensure confidentiality of clients.

Security

MayDay strives to provide a secure work environment for our employees, volunteers, clients, and visitors. We ask that you comply with all security procedures established in your work area and that you immediately report any breach of security to your point person.

We encourage volunteers to be prudent about bringing personal items to MayDay. MayDay is not responsible for losses resulting from theft of property while you volunteer.

Personal Use of Phones

Although occasional personal phone calls are to be expected, please confine your use of your cell phones as much as possible when not on your breaks.

Attire and Personal Hygiene

We want you to be comfortable while you are volunteering with us. Depending on the work you are doing what you wear will vary. We ask that if you are doing direct client services in our office of courthouse that you dress in a business attire. If you are organizing or doing work at our shelter clothing should be modest in nature and not have drug or alcohol references or profane language.

Company PC's and Laptops

MayDay uses PC's and laptops for conducting a large portion of business. Volunteers browsing history and any and all information stored on devices are not private and are subject to review by the agency.

Volunteer Information

It is important that personnel files contain up-to-date information regarding each volunteer. Volunteers should inform their point person whenever there are changes in their personal data, such as address, telephone number, and person to notify in case of emergency.

Agency Confidentiality

Confidential information obtained during or through volunteering with MayDay Inc. may not be used by any volunteer for the purpose of obtaining personal gain or profit.

At no time should a volunteer disclose nonpublic or sensitive information to individuals other than on a need-to-know basis.

Speaking to the Media

MayDay Inc. has designated the Executive Director as the person responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media should be referred to the Executive Director.

Harassment

MayDay prohibits unlawful discrimination and harassment. It is MayDay's policy to provide a work environment free from unlawful discrimination or harassment on the basis of actual or perceived race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

This policy defines these terms and provides a complaint procedure for volunteers who believe they have been the victims of prohibited conduct.

A volunteer who believes that he or she has been treated in violation of this policy should immediately report the matter to the Executive Director. The Director will investigate all complaints or violations of this policy promptly in as discreet a manner as possible.

Volunteer Conduct

Any volunteer of MayDay will be expected to adhere to the highest standards of professional and personal integrity at all times.

All volunteers shall:

- Preserve and protect the confidentiality of the MayDay Inc. organization, its Board, employees, other volunteers and clients, both orally and in writing.
- Refrain from discussing MayDay, its Board, employees, other volunteers, and clients with family, friends, non-advocate volunteers, or others outside the organization.
- Assure or assist in assuring that all files, records and documents related to MayDay business and client matters are maintained in a safe and secure manner.
- Adhere to a code of complete honesty in all dealings with MayDay, the Board, employees, other volunteers, clients, and other agencies.
- Remove no files or documents from MayDay offices for any reason other than if the documents are needed for legal purposes or as authorized by the Executive Director.
- Uphold the highest standards of conduct, honesty and responsibility in regard to handling cash money, requesting reimbursements for expenses, handling donations, etc.

- Engage in no activity viewed by MayDay Board of Directors or the public at large as illicit, immoral, obscene, or otherwise in conflict with the mission and objectives of the organization.
- Employ no behavior or language in the MayDay office or at any MayDay sponsored function or event that might be construed or interpreted as offensive, discriminatory, and/or reflective of sexual, racial, religious, ethnic, age, or other bias.
- Volunteer shall report any conflicts of interest within 24 hours to the Executive Director in order to maintain transparency, as well as, provide clients with appropriate care.

Workplace Conduct

Every organization has certain guidelines that are developed to reflect sound operational practices. This agency requires of its volunteers carry out standards of behavior with which all volunteers are required to comply. Failure to comply with these standards can result in the end of volunteer opportunities. Examples of conduct include, but are not limited to, any of the following:

- Substandard job performance
- Failure to carry out job responsibilities
- Being absent from volunteering without prior notification to supervisor
- Excessive tardiness or absenteeism
- Rudeness or discourtesy toward an employee, supervisor (Executive Director or point person), volunteer, supporter, client or member of the general public
- Breaching confidentiality
- Violating the drug- and alcohol-free workplace policy
- Theft including, but not limited to, the removal of agency property or the property of another employee from agency premises without prior authorization
- Fighting, roughhousing, abusive language, or conduct that is hostile or disrespectful toward an employee, supervisor (Executive Director or point person), board member, volunteer, client or any person associated with or served by this agency
- Disregarding established safety procedures; knowingly creating an unsafe work situation for self or any coworker
- Falsifying or altering records or time log
- Unauthorized use or dissemination of proprietary information
- Violating this agency's equal opportunity or harassment policies
- Unauthorized use of agency property, including vehicles

Complaint Procedures (Grievance Procedure)

Any volunteer who has a complaint concerning an agency policy or its application has the right to file a grievance according to procedures outlined in this policy. No volunteer will be discriminated against, harassed or intimidated or will suffer any reprisal as a result of filing a grievance or participating in the investigation of a

grievance. If a volunteer feels that he or she is being subjected to any reprisal, that volunteer has the right to appeal directly to the Executive Director.

Volunteers should attempt to resolve the problem informally as soon as possible. If a solution cannot be reached, the volunteer may present a formal grievance, in writing, to the Executive Director.

All complaints will be handled in a timely manner. MayDay's goal is to resolve a complaint within 45 working days from the time of its initiation. If an extension or a reduction of the time limit becomes necessary, all parties involved will be notified.

Conflict of Interest

It is important that volunteers avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which a volunteer's private or economic interest interferes with or in any way influences the volunteer's duties and responsibilities at MayDay Inc. or with the agency's general activities, even if this conflict has no adverse impact on job performance.

Any volunteer experiencing a potential conflict of interest should consult with the Executive Director within 24 hours and before any action is taken. If a volunteer's action is determined to constitute a conflict of interest and the activity continues, volunteer opportunities will have to cease until there is no longer a conflict.

Fraternization

The agency strictly prohibits volunteers from fraternizing with any of the people served by our programs. Fraternizing is defined as pursuing a close friendship, business or intimate relationship with a current client. We also prohibit the transfer of money or goods between volunteers and persons currently or formerly served.

If evidence of nonprofessional, non-work-related interaction between a volunteer and any person served by this agency is found, we will conduct a thorough investigation to determine if there has been a violation of our fraternization policy. If a policy violation is proven, the volunteer will be dismissed, and a report will be filed with the appropriate authorities if vulnerable adults are involved.

Volunteers are further required to exercise good judgment in establishing nonprofessional, non-work-related relationships with persons formerly served by our programs. In general, we discourage such relationships at any time. If you have a concern about a potential personal relationship with a former client, please discuss it within 24 hours in confidence with our Executive Director.

Fees and Honoraria

When volunteers consult, lecture, counsel, or advise outside individuals or organizations on behalf of MayDay Inc. all fees, donations, or cash honoraria must be paid to the agency.

Volunteer Signature: _____ Date: _____

Volunteer Printed Name _____

Executive Director Signature: _____ Date: _____

Staff, Volunteer and Board Certification of Understanding and Compliance with Practice Values

The work to end sexual and intimate partner violence/abuse has been built on a core of shared values. These values center human rights, anti-racism and anti-oppression. They are fundamental to creating equitable, trauma-informed workplaces and services in order to foster personal and social change.

CONFIDENTIALITY

I recognize that confidentiality is essential to the safety of participants and staff. Participants have a right to understand the limits of confidentiality before they share any information. **I recognize that I have a personal responsibility, in addition to any legal responsibilities I may have, to protect the confidentiality of participants and staff.** I recognize that written consent is needed from participants prior to disclosing information to any individual (i.e. friends, family, partners) or community partner (i.e., media, police, attorneys, hospitals.) Further, I recognize that any information I might share about people who have committed harm could violate the confidentiality and safety of people who have experienced domestic/sexual violence.

ANTI-RACISM & ANTI-OPPRESSION

I acknowledge the systemic oppression that exists in our society and will work to mitigate its effects and support justice and equity in our communities. Unless I am committed to anti-racist and anti-oppression practice, all forms of oppression will continue to divide and weaken our movement to end DVSA. Any struggle against oppression must be informed by an anti-racist framework. I will act consciously and consistently to challenge historic patterns of marginalization and oppression including racism, sexism, victim-blaming, homophobia, ableism, ageism, criminalization, bias against people impacted by substance use or other mental health challenges, bias against immigrants and refugees, and discrimination in all its forms. I recognize that this is an ongoing process, requiring work on this issue both internally and externally.

Staff, Volunteer and Board Certification of Understanding and Compliance with Practice Values

SOCIAL JUSTICE & EQUITY

I acknowledge that oppressions are embedded in the dominant culture and in social institutions in a way that is so pervasive that they are often invisible. I recognize that everyone deserves equitable economic, political and social rights and opportunities. I will encourage and sustain the participation of a diverse group of people in the work to end DVSA, at every level – people who have experienced domestic/sexual violence, board, community members, volunteers, staff, and management. I will prioritize developing the leadership of marginalized folks at every juncture. **I take responsibility for equalizing power and creating a space where all are encouraged to actively engage, listen, speak and act with respect; recognizing that all people should have fair, impactful, and meaningful access to decision-making processes.**

AUTONOMY & SELF-DETERMINATION FOR THOSE WHO HAVE EXPERIENCED ABUSE

I support the ability and right of individuals to make decisions in their own best interests. I recognize that people who have experienced domestic/sexual violence do not need someone else telling them what to do. They are the best judge of their safety and situation. I recognize that services must avoid re-traumatizing people who have experienced domestic/sexual violence. They must be voluntary, people who have experienced domestic/sexual violence-directed, non-judgmental, and culturally responsive - taking into account the conflicting concerns and intersectionality of the lives of people who have experienced domestic/sexual violence. I prioritize eliminating all forms of oppression in programming and provision of services. **I commit to practices that increase participant's power and recognize that they are experts in their own lives.**

DO NO HARM

I acknowledge that power differentials exist between participants, volunteers, staff, management and board members, and commit to doing my best to act in ways that are empowering and supportive for all people and avoid causing harm. I commit to examining the resources and privileges I have and utilizing

Staff, Volunteer and Board Certification of Understanding and Compliance with Practice Values

them thoughtfully, respectfully, honestly and transparently. I take responsibility for engaging in conversations to create and enhance process changes that mitigate power differentials.

ACCOUNTABILITY

When I witness, experience, or commit an abuse of power or oppression, inadvertent or intentional, I will acknowledge and address it, keeping in mind that the goal is to encourage positive change and lift up the voices of people who have been harmed. **I recognize my accountability to myself and others to address abuses of power or oppression and am accountable to developing self-awareness.**

COMMUNITY ENGAGEMENT

I acknowledge that communities understand their problems best. I will actively seek guidance from folks that have been marginalized in our communities and follow their leadership to design, implement and assess all services. I will advocate for systemic change, acknowledging that victim-blaming, inequitable practices, and unfair resource distribution create systemic barriers. I will challenge various forms of oppression in the media, government policies & practices and other institutions.

LIFE-LONG LEARNING AND EDUCATION

I will continuously seek out opportunities to acquire knowledge, learn new skills, improve existing skills, and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, sex, national origin, color, class, sexual orientation, gender identity or expression, age, creed, political belief, immigration status, and mental or physical ability. I will further educate myself about issues related to sexual and relationship violence. **I recognize I have a responsibility to continue learning and educating myself as part of my role in supporting people who have experienced domestic/sexual violence and ending violence/abuse.**

Staff, Volunteer and Board Certification of Understanding and Compliance with Practice Values

CARE FOR COMMUNITY AND SELF

I recognize that the experience of sexual and relationship violence, the work of ending it, and the work of providing care for those affected by it has a deep emotional impact. **I acknowledge that, as an organization, we expose staff, management, board and volunteers to significant trauma, and it is incumbent on our organization to actively mitigate that trauma through program policies and procedures, including employment practices, program design, and program implementation.** I commit to identifying and implementing professional and personal self-care practices to avoid compassion fatigue and minimize vicarious trauma for participants, volunteers, staff, management and board members.

CREATE SPACE AND LISTEN TO DIFFERENT VIEWPOINTS

I acknowledge that each of us bring our own unique experiences and skills to the work, and that the collective strength and wisdom of these perspectives will allow us to find better solutions for the challenges that face us. I will actively create space for diverse viewpoints, listening to, learning from, and amplifying the voices of those who have been marginalized. I prioritize listening to people who have experienced domestic/sexual violence, indigenous people, people of color, women, elders, youth, alter-abled people, people who have been criminalized, people impacted by substance use or other mental health challenges, immigrants, refugees, and LGBTQI+ folks. I will lift up and celebrate these voices.

VALUE OF HUMAN RELATIONSHIPS

I recognize that cultivating relationships is an important part of the work of healing trauma and preventing future violence. Building trusting and supportive relationships lays the ground for all types of personal and systemic change. I purposefully seek to build and strengthen relationships in order to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

*Staff, Volunteer and Board Certification of
Understanding and Compliance with Practice Values*

I hereby acknowledge these values as core to the work to end sexual and domestic violence/abuse.

Signature	Click or tap here to enter text.
Printed Name, Title	Click or tap here to enter text.
Date	Click or tap here to enter text.
DVSA Agency or Program	Click or tap here to enter text.