

Mission:

PHOENIX CHILDREN’S PROJECT is dedicated to improving the lives of children living in poverty in Phoenix, Arizona and surrounding areas (Metro Phoenix). Our goal is to help these children become healthy and self-reliant. First we help feed and clothe them; then we teach them how to help themselves so they can “break the chain” and create better lives for themselves as adults.

***Volunteers:***

**Please understand that we are run SOLELY by Volunteers, so we will treat you like our employee; please treat us as you would treat your employer:**

* Please be on time (we depend on you).
* Please plan to stay the entire time (we depend on you).
* Please do not use your cell phone while at the Center.
* Please do not have any type of physical contact with the children.
* Please do not eat the food, snacks or desserts that are being served to the kids. If there is any left over after they’ve had seconds, we will gladly share with you.
* If you need to cancel at the last minute, please **CALL** us as we do not have access to texts, email or the internet on Saturdays. Call us at **602-955-2228** to let us know.
* Ladies, please do not wear short shorts, low cut shirts or bare midriffs/crop tops.

**Thank you for helping**

**Phoenix Children’s Project!**

**PHOENIX CHILDREN’S PROJECT**

**VOLUNTEER**

**Training and Guidelines - 2022**

Community Center (CC):

1047 N. 28 Street

Phoenix, AZ 85008

602 955-2228

Phoenix Children’s Project (PCP) is very appreciative of all persons who are willing to commit time and energy to help these kids. It takes a combined community to accomplish this and we welcome volunteers to join in the goal of enhancing these children’s lives and helping them to be the best they can be.

Please read and if you agree and understand, initial each item below:

**Performance Standards:**

* Upon entering property, all volunteers must sign in and wear a name tag. \_\_\_\_\_\_\_\_\_\_
* Please plan to stay the entire time. We are run solely by volunteers and depend on you.

**Dress Code:**

* While we suggest our Volunteers dress casually and comfortably, Volunteers are expected to use good judgment and dress conservatively and appropriately since you will be working directly with children. No short shorts, midriff shirts, explicit tee-shirts, etc. \_\_\_\_\_\_\_\_\_

**Personal Conduct:**

* Phoenix Children’s Project expects Volunteers to conduct themselves professionally at all times and always upholding and enhancing the positive reputation of Phoenix Children’s Project. Please be enthusiastic and happy when dealing with the children. We view our Volunteers as role models for our kids and representatives of our organization. Please live up to that expectation. \_\_\_\_\_\_\_\_\_
* Because we are run solely by and **rely on our Volunteers, we ask that you treat your time with us a paid job (just as you would your employer). Please arrive on time and plan to stay the entire time you signed up for. We also ask that you do not use your cell phone or smart phone while at our Community Center or with the children*. We require 100% of your focus to be on the children.*** \_\_\_\_\_\_\_\_\_
* Please do not have any physical contact with the children. \_\_\_\_\_\_\_\_\_
* Please be focused on the children constantly. Please don’t get distracted and turn your focus away from the kids. \_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous Standards:**

* All volunteers must speak fluent English and understand English fluently. Our CC is an English-speaking-only facility only. \_\_\_\_\_\_\_\_\_
* If a child asks you a question you don’t know the answer to, please ask the Director.
* We understand when situations arise and a Volunteer has to cancel. **Please provide us with as much advance notice as possible if you cannot volunteer for a scheduled time.** *We plan things according to how many volunteers we have scheduled. If you need to cancel the day you are scheduled to help, PLEASE do not email or text us. CALL us at the Community Center to let us know:*  \_\_\_\_\_\_\_\_\_
* Volunteers shall exercise mature judgment in supervising children. If a Volunteer witnesses a child displaying bad behavior or using bad language, the Volunteer should immediately say something to the child. If the child continues, contact the Director. \_\_\_\_\_\_\_\_\_\_\_
* Our Community Center is a non-smoking facility. \_\_\_\_\_\_\_\_\_
* Volunteers should be willing to perform a wide range of tasks. \_\_\_\_\_\_\_\_\_
* If a volunteer has any concerns or doesn’t understand the activity or task assigned, he/she should ask for a clarification from the Director. \_\_\_\_\_\_\_\_\_
* We ask that the Volunteers who supervise the Arts & Crafts Activity not to participate in the making of the activity but rather assist the child/children. And please do not use the playground equipment. \_\_\_\_\_\_\_\_\_
* Please make outside arrangements for child care of non-school age children instead of bringing them to the Community Center. **We require 100% of your focus and attention to be on our children.** \_\_\_\_\_\_\_\_\_
* All Volunteers at our CC should be 18 years and older. In some cases, Volunteers can be younger. \_\_\_\_\_\_\_\_\_
* If you are having a problem with a child, immediately inform the Director or her Assistant. \_\_\_\_\_\_\_\_\_

I have read the above information, I understand them and I agree to the guidelines and responsibilities:

Printed Volunteer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_