



Washington Neighborhood Center Policies and Procedures for Volunteers

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1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

All volunteers are expected to support this mission in every way

2) Responsibilities of Volunteers

1. Follow directions of WNC staff members or Board members
 2. Model appropriate behavior and reinforce Behavior Policies and Procedures for the youth participants of the WNC (see below).
 3. Allow WNC staff to assign consequences. Alert them to any violations of behavior policies or procedures.
 4. Be punctual and keep your commitments! 😊
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3) Behavior policies

Safe and positive environment

- Speak kind words to others
- Keep hands, feet and objects to yourself
- Tell an adult if someone else is not being safe and/or positive
- Treat the WNC respectfully and clean up after yourself

Developing a healthy mind, body and spirit

- Participate in WNC programs for academic tutoring, athletics, leadership or cultural education
 - Free time is earned by putting in learning time!
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4) Procedures for youth participants

1. Sign in/check in

- a. Write your name down on sign in sheet when you enter the WNC
- b. Make sure an adult knows you have signed in
- c. Sign out when you leave and make sure you have a safe way to get home (ask an adult for help if you need it)

2. Using the WNC

- a. Stay in an area with adult supervision unless you have permission to go elsewhere in the WNC
 - b. Follow the Behavior Policies at all times
 - c. Follow posted procedures for specific rooms (computer room, gym, etc.)
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