



Milford Youth Center



Volunteer & Outside Service Policy

Purpose

The purpose of this policy is to provide clear guidelines for volunteers serving at the Milford Youth Center. Volunteers play an important role in supporting programs, mentoring youth, and creating a safe, welcoming environment.

Eligibility

Volunteers must:

- Be at least 16 years old and have parental consent if under 18.
- Complete a volunteer application.
- Participate in an interview or orientation, if required.
- Successfully pass any required background checks before working with youth:
 - Criminal Offender Record Information (CORI) Check
 - Verification by School District
- Sign all required confidentiality and code of conduct agreements.

Equal Opportunity

The Milford Youth Center Name welcomes volunteers regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic, consistent with applicable laws.

Volunteer Responsibilities

Volunteers are expected to:

- Treat all youth, families, staff, and fellow volunteers with respect.
- Follow all youth center policies and procedures.
- Arrive on time and notify staff if unable to attend.
- Maintain appropriate professional boundaries with youth.
- Support an inclusive, safe, and positive environment.
- Report any safety concerns, injuries, or suspected abuse immediately to staff.



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Child Safety

The safety of youth is the highest priority. Volunteers must:

- Never be alone with a child.
- Avoid inappropriate physical contact.
- Never use abusive, threatening, or discriminatory language.
- Never provide alcohol, tobacco, drugs, or unauthorized medication to youth.
- Follow all supervision and sign-in/sign-out procedures.

Code of Conduct

Volunteers will:

- Act honestly and ethically.
- Respect confidentiality.
- Refrain from harassment, bullying, or discrimination.
- Avoid conflicts of interest.
- Always use appropriate language and behavior.
- Follow staff instructions and organizational policies.

Confidentiality

Volunteers may learn personal information about youth and families. This information must remain confidential and may only be shared with authorized staff when necessary for safety or program operations.

Social Media and Photography

Volunteers may not:

- Post photos or personal information about youth without written authorization.
- Contact youth through personal social media accounts unless specifically authorized by the organization.
- Represent the organization publicly without approval.



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Attendance and Commitment

Volunteers should:

- Honor scheduled commitments.
- Notify the Program Coordinator as early as possible if they cannot attend.
- Complete required training before beginning service.

Safety and Emergencies

Volunteers must:

- Follow emergency procedures.
- Report accidents or injuries immediately.
- Follow all health and safety guidelines.

Training

All volunteers will complete required orientation and any additional training related to:

- Child protection
- Emergency procedures
- Program expectations
- Diversity, equity, and inclusion
- Confidentiality

Use of Property

Volunteers are expected to:

- Use organizational equipment responsibly.
- Return any borrowed materials.
- Protect organizational property from damage or misuse.

Volunteer Status

Volunteers are not employees and are not entitled to wages, employee benefits, or compensation unless otherwise authorized by law.



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Policy Violations

Failure to comply with this policy may result in:

- Additional training
- Verbal or written warning
- Suspension from volunteer activities
- Immediate termination of volunteer service

The youth center reserves the right to end a volunteer relationship at any time if it determines doing so is in the best interest of the organization or the youth it serves.

Acknowledgment

I acknowledge that I have received, read, and understood the Volunteer Policy of the Milford Youth Center. I agree to comply with all policies and procedures while serving as a volunteer.

Volunteer Name: _____

Signature: _____

Date: _____