

PROCEDURES FOR COURT-REFERRED VOLUNTEERS (CRV)

The SCV Senior Center would like you to have a successful experience completing your required volunteer hours. The following information is provided in order to ensure a successful volunteer experience.

Completing Sign in Log: Sign in at the beginning of your shift and sign out at the end of your shift on your supervisor's sign-in log in the presence of a staff member. Have staff sign after your signature. I.D. must be presented at the time you sign in. Sign in on the 15 minutes (i.e., no 8:03, must wait until 8:15) ***If you do not sign in/out, you will receive no credit for the day (no exceptions).*** You may not work more than eight hours a day.

Staff Supervisor: You will be assigned to a staff supervisor that will provide daily tasks. Please see the CRV Coordinator if the staff supervisor has no tasks for you. ***Always maintain a positive attitude and follow instructions from any staff member.*** To work in packing room or kitchen, court-referred volunteers must not have physical limitations.

Completion of Hours: Track hours on your own so that you know when your hours are near completion. When hours have been completed, request your official signed time sheet from the CRV Coordinator, Robin Clough (or your supervisor in the absence of the CRV Coordinator). Please advise either the CRV Coordinator or your supervisor when you are nearing completion.

Attendance and Tardiness: If you are ill, unable to work, or will be late for your shift or need to change your schedule, **you must notify food services director, Joanna Vallelunga.** Do not come to work sick. If you have more than two unexcused absences, your volunteer work will be terminated.

Parking: Park near the back of the parking lot to the right of the senior center main building.

Personal Belongings: A secure space is not available for personal belongings. Do not bring purses, etc. into the building.

Lunch and Breaks: Inform your staff supervisor when you are going on break. Lunch is not included as part of your total hours. If working more than 5 hours, the court requires you take a 30-minute break within 6 hours. You must document your 30 minute lunch on the sign-in log.

Dress Code: See Dress Code Policy Form

Violations: **1)** Disruptive, rude, disorderly conduct, use of profanity and/or threatening language is cause for dismissal. **2)** Solicitation is not permitted. **3)** The Senior Center is a non-smoking environment; you may smoke outside at designated smoking area. **4)** Do not leave the Senior Center campus during your work hours without permission from your staff supervisor. **5)** Timesheet forgery or false information will be reported to HandsOn. **6)** Possession or use of drugs and alcohol is prohibited.

Contact Information:

*CRV Coordinator: Robin Clough, 661.259.9444 rclough@scv-seniorcenter.org

*Director, Food Services: Joanna Vallelunga 661.259.9444 jvallelunga@scv-seniorcenter.org

We look forward to you joining our team in creating an environment promoting independence, dignity and quality of life for our seniors.

My signature below indicates that I have read, understand, and will comply with the above statements.

Print Name

Signature

Date

Witness