

Navajo County Drug Project

Volunteer Policies and Procedures

To work well with the staff and to present Navajo County Drug Project in the best possible light, we ask that you adhere to the following policies while you are on duty as a volunteer. Failure to comply may result in termination of the volunteer role.

Qualifications:

The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable. Volunteers must enjoy working with all types of people. They must show a genuine concern for the company, a willingness to work hard, get dirty, and pitch in wherever needed.

Requirements:

Volunteers must complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required. Volunteers must agree to represent Navajo County Drug Project in a professional manner. Personal views and opinions that conflict with Navajo County Drug Project's mission should be avoided.

Time commitment and scheduling:

We ask each of our volunteers to sign up for as many projects (hours) as your schedule permits. Volunteer hours are flexible, however, once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please call the volunteer coordinator at 928-207-5359 at least one hour prior to your scheduled shift.

Signing in:

At every event you will be required to sign in. You will also be required to sign out at the end of your assigned shift.

Dress protocol:

We require that all volunteers wear long pants and closed-toe shoes with good traction. This is for your protection. Volunteers with inappropriate attire (sandals, tank tops, etc) will be prohibited from volunteering that shift. Volunteers are also required to wear nametags while on duty at the facility or off-site. In the event you cannot find your nametag or if you lose your nametag, please inform the staff. If you lose your nametag you will be required to pay a \$10 replacement fee. You are considered as much a representative of Navajo County Drug Project as our paid staff. As such, your appearance and conduct should reflect the Navajo County Drug Project standards.

Client relations:

The success of our organization depends upon the quality of the relationships between Navajo County Drug Project, employees, volunteers, client and general public. Our client's impression of Navajo County Drug Project and their interest and willingness to utilize our services is greatly formed by the