

# *Volunteer Policies*

Thank you so much for expressing interest in volunteering at LifeSpring Pregnancy Centers! We deeply appreciate your willingness to support our mission. Everyone has unique gifts and talents that can benefit the ministry in various ways, and we must make wise decisions about where volunteers serve. We hope you understand that volunteering may not always align with your initial expectations or desires. At times, our most pressing needs are for someone to answer the phones or clean the facilities. Every role is vital, and your flexibility and understanding are greatly valued as we work together to support those in need.

## *Section 1:*

### Volunteer Age Policy:

- 1.1 - Non-medical volunteers must be at least 16 years old to volunteer alone without a parent present.
- 1.2 - Volunteers under 18 are not allowed to be left in a center/building alone.
- 1.3 - Patient facing volunteers must be at least 21 years old to volunteer alone/go in a room with a client.
- 1.4 - Volunteers between 12 and 15 years old are allowed to volunteer with parent supervision but would only be able to volunteer for admin purposes.
- 1.5 - 11 years old and under are not able to volunteer at LifeSpring.

## *Section 2:*

### Volunteer Log Policy:

- 1.1 - Volunteer logs must be completed by the volunteers each time they come into the centers.
- 1.2 - Volunteer logs must be turned in and emailed to the Volunteer Coordinator by Center Directors by the 5<sup>th</sup> of following month.

## *Section 3:*

### Volunteer Schedules:

- 1.1 - Once the Volunteer Coordinator has assigned a volunteer to a certain center, any movement of the volunteer must be run by the Volunteer Coordinator.
- 1.2 - If a volunteer will miss their scheduled shift, they are to email the Center Director and CC Volunteer Coordinator as soon as possible to let them know.
- 1.3 - Male volunteers cannot be alone in a center with a female volunteer or staff member.
- 1.4 - **Center Hours of Operation: Albemarle Center- 10:00am to 5:00pm Monday through Thursday, 10:00am to 2:00pm on Friday. Downtown Center- 10:00am to 7:00pm on Monday, 10:00am-5:00pm Tuesday through Thursday, closed on Friday. Culpeper Center- 10:00am-5:00pm Monday through Wednesday, 10:00am to 7:00pm Thursday, closed on Friday.**

Section 3:

Volunteer Training:

1.1 - Volunteers applying to be a Patient Advocate are required to watch all training chapters, shadow a Patient advocate, and complete the evaluation process.

1.2 - The evaluation period (30 day grace period) will be one month immediately following the training.

1.3 - Volunteers applying to fill any other role will get on site training.

1.4 - All volunteers enter into a probation period for the first month of volunteering to determine if they are serving in the right capacity.

1.5 - All volunteers are expected to help with organizing and cleaning within the centers.

1.6 - Male volunteers cannot serve as Patient Advocates.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_