



Environmental Volunteers

Innovative environmental science education that improves student learning

2010-2011 VOLUNTEER POLICY

The Environmental Volunteers (EV), as the name reflects, is a volunteer-based organization. Volunteers formed The EV, and volunteers continue to deliver most of its environmental education programs. The organization values its volunteers, and strives to make volunteering with The EV safe, successful, and satisfying. These volunteer policies and procedures are intended to achieve that end.

DEFINITIONS

Teaching EVs: A volunteer who teaches children in the classroom or on field trips.

Non-teaching EVs: A volunteer who assists with one-time projects or ongoing support that does not involve teaching children in the classroom or in the field. Examples include, but are not limited to: board service, fundraising events, preparing mailings, or materials upkeep projects.

Volunteers who do any work with students will be considered a teaching EV even if they also help in non-teaching roles.

VOLUNTEERING ROLE

The mission of The EV is to promote understanding of, and responsibility for the environment through hands-on science education. A volunteer with The EV should have a strong commitment to uphold this mission. Teaching EVs should have a desire to work cooperatively with the children, the teachers, and other volunteers. They are role models to the children and should demonstrate respect for the environment, humans, and other organisms.

INTERACTIONS WITH CHILDREN

Teaching EVs must interact with children in ways that are respectful and appropriate. Physical contact should be limited to actions required for safety (e.g. helping students across the rocks when tide pooling) or the successful use of a learning station (e.g. assisting students with twisting cordage). The volunteer may implement group management techniques such as asking a student to raise their hand, take turns, or show respect for the materials. However, whenever feasible issues of discipline should be given to the teacher to address. The volunteer should never yell at or strike a student.

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HOURS OF SERVICE

The EV expects that a trained volunteer will be able to assist with at least one service each month, or an equivalent of two to three hours. Volunteer hours and activities are flexible. However, if a volunteer signs up for a service or takes on a job, it is expected that the volunteer will fulfill that commitment. If a conflict does arise, such as illness, the volunteer will contact staff as soon as possible, to give as much advance notice as possible to find a replacement. Of course we understand that other priorities in a volunteer's life may make them unavailable at times. We ask volunteers to keep the office informed of these situations so we may best accommodate your needs.

TRAINING AND ENRICHMENT EDUCATION

Teaching EVs must receive EV training before teaching children. The Education and Training Director will determine when a trainee is sufficiently trained to begin teaching. However, the volunteer will not be required to begin teaching until he or she is personally comfortable with the knowledge and experience gained. It is recommended that all trainees complete an observation of our program in the class or field before they begin their training course.

Non-teaching EVs will be appropriately trained as to their responsibilities.

All volunteers are encouraged to participate in ongoing enrichment education opportunities offered by The EV

DRESS CODE

Teaching EVs should use their best judgment when dressing for a service. Casual attire is acceptable. Some of the EV learning stations require volunteers to sit on the floor, which should be considered when dressing.

LEARNING MATERIALS

Volunteers are expected to handle the learning materials respectfully, and to report any necessary upkeep to the Education Assistant. We encourage Teaching EVs to adapt a learning station to fit their own teaching style, while keeping a learning station safe, age appropriate, and focused on the learning objectives. A volunteer should use their best judgment when adding materials to a kit. Materials brought from home should not be left in a kit without prior approval from the Education and Training Director. If the Education and Training Director determines any material added by a volunteer is inappropriate, she will request the volunteer no longer bring that material to a service.

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DRIVING RECORD AND VEHICLE INSURANCE

The EV, through its insurance carrier, ensures that volunteers have a driving record free of serious problems (as defined by those insurance carriers). In volunteering with The EV, a person thereby consents to allow The EV's insurance carrier to check his or her driving record annually with the Department of Motor Vehicles (DMV). The volunteer must also provide a copy of current proof of vehicle insurance. Volunteers who do not drive, or who only travel to and from EV offices for their volunteering role may opt out of the driving record check.

TUBERCULOSIS TESTING

The State Department of Health requires all volunteers (having direct contact with children) in public, private, and parochial schools to show proof of negative tuberculosis testing. These tests must be repeated every four years. A teaching EV is expected to arrange for and receive such a test once every four years and provide a copy of the results to the office. If the test comes back positive, but a doctor will verify that the volunteer is not contagious and is undergoing treatment, the volunteer may continue to participate in EV services, after providing a note from their doctor that includes the date treatment will be completed and a TB test comes back negative at the end of treatment.

COMPLAINT PROCEDURE

Suggestions for improving The EV are always welcome. At some time, a volunteer may have a complaint, suggestion, or question about responsibilities or the treatment he or she is receiving. If the complaint cannot be resolved between or among the parties involved, the volunteer should address the complaint to the Executive Director, or in the case of the Executive Director to the Chair of the Board of Trustees, who may refer the matter to the Grievance Resolution Committee.

The Grievance Resolution Committee is an impartial committee that convenes only when requested. They will investigate and make a recommendation of resolution to the Executive Director. If the complaint involves the Executive Director, the recommendation of resolution will be made to the Chair of the Board of Trustees.

MISCONDUCT

A volunteer may be dismissed for gross misconduct or personal behavior having a negative impact on clients, staff, volunteers or the image of the Environmental Volunteers. The Executive Director will determine if a volunteer must be dismissed. Written notice of dismissal will be given, with termination effective upon receipt of the notice.

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DUES

Volunteers are asked to pay annual dues of \$25, which helps cover the cost of the volunteer benefits listed below.

BENEFITS

- ❑ Volunteers will receive the monthly newsletter.
- ❑ Volunteers may join in the enrichment training activities of their choosing and are encouraged to do so.
- ❑ The education department provides support to all Teaching EVs including access to the full compliment of training courses and the EV online educational resources (aka The Wiki).
- ❑ Active volunteers are official members of The EV. As such, they will receive notice of the annual meetings and any special business meetings, and may vote in those meetings.