



Edna W. Runner Tutorial Center
West Jupiter Community Group, Inc.
7187 Church Street - Jupiter, FL 33458
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Volunteer Program

1. Definition: A volunteer is a non-paid person functioning under the sponsorship of the Board at the direction of the Executive Director/Assistant Director.
2. The Executive Director shall be responsible for the direction of the program and its compliance with all laws pertaining to volunteers, which shall include the recruitment of volunteers and the evaluation of the program.
3. Volunteers registered with the West Jupiter Community Group, Inc. are protected by the Board's Worker's Compensation and General Liability Self-Insured Program the same as regular employees.
 - a. All programs shall maintain a log, which will record names, dates, and hours of service(s) and tasks assigned. All volunteers shall sign in and out when volunteering in a program or program-related activity.
 - b. Volunteers must wear identification badges while on agency property.
 - c. Volunteers may be screened through the Florida Department of Law Enforcement.
4. **Categories**
 - a. **Instructional Volunteers:** Provide services to students and staff on a regular basis.
 - b. **Resource Volunteers:** Provide curriculum enrichment for students on an occasional basis. Discuss jobs; demonstrate crafts, share collections, or hobbies with students, etc.
5. **Responsibilities:**
 - a. Work within guidelines established by the Executive Director.
 - b. Perform any task assigned by Program Coordinator and approved by the Executive Director/Assistant Director, excluding access to student's cumulative records.
 - c. Work under the direction and supervision of the Program Coordinators and the Executive Director/Assistant Director.
 - d. Maintain strict confidentiality with information to which they have access while performing their duties.
 - e. Be aware of all state and local policies, procedures, and laws relevant to volunteer responsibilities.
 - f. See attached holiday list for closings or changes in schedule.
6. **Stipend/Reimbursement Policy**

Volunteers who consider purchasing items for which they anticipate reimbursement, please be advised that due to the fact that the West Jupiter Community Group, Inc. is a not-for-profit organization, the Executive Director must approve such purchases in advance. In addition, due to the non-profit status of the organization, stipends for volunteer work performed are not available.

Volunteer Signature

Date

West Jupiter Community Group, Inc. is a 501(C) 3 not-for-profit organization

