



ULMS

VOLUNTEER POLICY

MOST RECENT REVISION: July 2019

The Urban League of Metropolitan Seattle (ULMS) thanks you for your interest in working with us to improve the quality of life of those we serve! While our staff is doing extraordinary work each and every day, we recognize that empowering communities and changing lives is a **TEAM** effort. Together we can be better, bigger, stronger, and more empowered than ever before!

Purpose

The purpose of the policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer participation and/or management efforts. This policy is intended for guidance only and is in no way an official legally binding contractual or personnel agreement. Exceptions to the policy can **only** be made by the current Urban League of Metropolitan Seattle President & CEO *and* must be made in advance with written approval. ULMS reserves the right to amend or change any part of this policy at any time and without prior notice to any third parties.

Volunteer Scope

The Urban League of Metropolitan Seattle accepts the service of all volunteers with the understanding that such service is at the discretion of the organization. All volunteers must be officially accepted and approved prior to the performance of any task on behalf of the organization.

When placing volunteers, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of both the volunteer and the organization. No volunteer will be placed in a position or given a task they have no interest in completing just to “keep you busy.”

Volunteers and paid staff are considered to be partners in implementing the mission and programs of the organization, with each having an equal and/or complimentary role to play. However, volunteers **are not and should not be considered as employees of the Urban League of Metropolitan Seattle** and will not receive compensation and/or benefits from the organization.

Getting Started

Individual volunteers can begin the process of becoming a ULMS volunteer by clicking the sign-up button on the volunteer section of our website, www.UrbanLeague.org. Once you complete the online sign-up



form, a ULMS team member will reach out to you within 48 hours of submission with follow up information and instructions.

Group volunteers will require special accommodations and will need to fill out the Group Sign-up sheet, also available at www.UrbanLeague.org.

Orientation

All volunteers are required to complete a volunteer orientation before partaking in any tasks on behalf of the Urban League of Metropolitan Seattle. Orientation is designed to help volunteers learn more about the organization and the programs and services we provide, complete and/or submit necessary paperwork, and receive initial volunteer assignments.

Dress Code

The Urban League of Metropolitan Seattle operates under a business casual dress code and expects all volunteers on ULMS property to adhere to the same in regards to attire. No tennis shoes or sneakers of any kind are to be worn Monday through Thursday. On Fridays, casual dress and shoes are acceptable. Casual dress does not include crop tops, short shorts, baggy or see-through clothing of any kind.

Any exceptions must be approved in advance by the Volunteer Coordinator.

Volunteer Restrictions

Volunteers may be involved in all programs, events, and activities of the Urban League of Metropolitan Seattle with few exceptions:

- **Age**
Due to the nature of our clientele, standard volunteers must be 18 years of age or older. However, high school students may obtain volunteer hours (*in a limited capacity*) with express written consent from a parent or legal guardian.
- **Gender**
Volunteers are not restricted by gender.
- **Racial Background**
Volunteers are not restricted by race.
- **Criminal Background**
Having a criminal background does not exclude an individual from volunteering with ULMS. However, depending on the nature of the offense, some volunteers may be ineligible to participate in specific departments or with specific programs.

Mandated Service Fulfillment



The Urban League of Metropolitan Seattle is recognized as an approved agency through the Seattle Municipal court. Therefore, individuals completing required community service through the court system may select ULMS as a volunteer location.

In addition, volunteers seeking to complete student intern projects, alternative sentencing programs, and/or other mandated community service may do so with ULMS. If you'd like to use your volunteer hours as credit toward fulfilling another obligation, please indicate so on the volunteer sign-up form.

Representation

Prior to any action of public statement that may significantly affect or obligate the Urban League of Metropolitan Seattle, volunteers should seek prior consultation or express approval from the Volunteer Coordinator or a member of the ULMS leadership team. These actions may include (but are not limited to) public statements made to the press, committing to acts of service or sponsorship, contractual agreements, or any other financial obligations.

Confidentiality

Due to the nature of our work, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer for the Urban League of Metropolitan Seattle. This includes any information regarding (*but not limited to*) staff members, other volunteers, program participants, clients, funders & partners, board members, or any other individual involved in the overall business of the organization.

At Will Separation

Volunteers agree that the Urban League of Metropolitan Seattle may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization, or make changes to the nature of the volunteer's assigned tasks. Falsification of information, including material omission or failure to complete volunteer orientation may result in immediate volunteer dismissal.

The Urban League of Metropolitan Seattle recognizes volunteers may at any time, for whatever reason, decide to sever the volunteer's relationship with the organization. Notice of such a decision should only be communicated to the organization if the volunteer has committed to any significant future task as soon as possible.

Volunteer Rights & Responsibilities

Volunteers are reviewed as a valuable resource to this organization, its staff, and its participants. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal colleagues, the right to effective supervision, the right to full involvement participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and remain loyal to the values, goals and procedures of the organization.

It shall be the responsibility of the volunteer to provide childcare for their children unless the child is serving in a volunteer capacity. It is not the responsibility of the Urban League of Metropolitan Seattle to provide a place for the children of volunteers in the workplace.



UNACCEPTABLE CONDUCT

The following types of conduct are not permitted and could result in immediate dismissal or removal of a volunteer, including legal action depending on the severity of the infraction. Prohibited conduct includes, but is not limited to the following:

- Inefficient or careless performance of duties
- Habitual tardiness
- Insubordination (refusal to adhere to a direct order from the Volunteer Coordinator)
- Accepting personal gifts, benefits, or bribes from anyone with whom you do business with on behalf of the Urban League of Metropolitan Seattle
- Involvement in the initiation, authorship, or transmittal of threatening, defamatory, or false communication, either written or oral, regarding ULMS, its staff, or general business
- Partaking in illegal conduct and/or racist, sexist, or otherwise discriminatory behavior on ULMS properties and/or at ULMS events
- Disorderly conduct including fighting, threatening, insulting, or abusing ULMS employees, clients, or other volunteers
- Immoral or indecent acts or language
- Unauthorized solicitation of funds on behalf of ULMS
- Possession of any explosives, drugs, firearms, or weapons of any type on ULMS properties or at ULMS events
- Willful damage of ULMS property
- Sleeping, taking naps, or any other activities used to “kill time” instead of assigned volunteer duties