



Northeast Youth and Family Services Volunteer Policy

Volunteers provide overall program support at Northeast Youth and Family Services. Volunteers must meet the following minimum qualifications:

- (a) Be at least fourteen years old (volunteers must have written permission to volunteer from their parent or guardian if they are under eighteen years old).
- (b) Work under the continuous oversight of a Northeast Youth and Family Services or Parkview Early Learning Center Employee. This includes, but is not limited to a Volunteer Coordinator, Executive Assistant, Executive Director, Lead Teacher, Family Services Specialist, Program Supervisor, Center Director, Assistant Director, Assistant Teacher, etc.
- (c) Undergo an initial overview of Northeast Youth and Family policies and procedures pertaining to their role on site.
- (d) Obtain a criminal history background clearance

Persons who choose to regularly volunteer on a weekly or more frequent basis with children at our partner child care, Parkview Early Learning Center, must:

- (a) Register with the Department of Children Youth and Family electronic workforce registry (MERIT);
- (b) Provide proof of negative TB test results
- (c) Complete training on preventing, identifying, and reporting child abuse and neglect as approved and offered by DCYF.
- (d) Provide proof of the MMR vaccine.
- (e) Provide proof of attending mandatory early learning trainings, pursuant to WAC 110-300-0106
- (f) Record obtained volunteer hours by signing in and out of the center, manually or electronically.
- (g) Complete a full orientation on Parkview Early Learning Center staff policies, including but not limited to those outlined in the ECEAP performance standards and the Parkview Early Learning Center Employee Handbook.
- (h) Have their professional development progress documented annually.

Occasional volunteers must comply with the minimum volunteer qualifications outlined in the first section of this policy and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, infrequent teen volunteers helping in overall program support, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

Northeast Youth and Family Services reserves the rights to terminate volunteer services at any time, with or without notice, and with or without cause.