



Mitchell Volunteer Program (MVP) Policy

Anyone interested in volunteering should call the City of Mitchell's Senior Services Coordinator (Coordinator) to receive an application. After the completed application is returned, an interview with the volunteer may be arranged to determine the volunteer's preference of service, abilities, interest, skills and any physical limitations. Volunteers are then matched to current opportunities available. All volunteers should have a sincere interest in serving the City of Mitchell.

Age Requirements

All volunteers must be 18 years of age or older.

Training

No volunteer may begin an assignment without receiving training for such assignment. A volunteer shall not proceed with an assignment unless the volunteer is aware of all expected duties and is capable of performing them. Training is to be provided by the host site and depth of training may vary greatly by assignment.

Identification

Volunteers shall comply with host site requirements regarding the use of name badges or identification.

Dress and Appearance

A clean, well-groomed appearance creates a good impression upon the public, employees, and fellow volunteers. Volunteers shall conform their dress and appearance to be consistent with the business climate in which they are volunteering. While volunteering, the volunteer reflects upon the host site and should comply with established host site policies and reasonable requests. Volunteers should contact their host site representative with any questions relating to volunteer dress and appearance.

Fragrance Use

Volunteers should be aware that some employees, volunteers, or other contacts are highly sensitive to perfumes, colognes, etc. and may suffer potentially serious health consequences from exposure to scented products. Volunteers should refrain from using any strongly scented products and problematic use may result in disciplinary action, up to and including permanent removal from the volunteer program.

Tobacco Free Policy

The City of Mitchell promotes good health among its employees and the public. Tobacco use of any kind is not permitted while volunteering for any program or within any structure, vehicle, or other enclosed space occupied during such volunteering. However, tobacco use is not prohibited when such use is in compliance with host site policies and done while on a break from volunteering.

Drug and Alcohol Use

Drugs and alcohol pose a great risk to the health, safety, and productivity of workers and volunteers. Sale, purchase, transfer, manufacture, possession, distribution, and/or use of alcoholic beverages or illegal drugs while volunteering is strictly prohibited and suspected illegal activities may be referred to law enforcement. The use of prescription medication in accordance with a valid prescription is not prohibited, but the volunteer shall disclose, to the Coordinator, if they are taking any prescribed medication which is known to adversely affect mental functioning, motor skills, or judgment so that positions may be assigned appropriately.

Change in Volunteer Information

Volunteers shall inform the Coordinator of any change to their contact information, information contained within the Volunteer Application, or any other relevant information bearing on the volunteer's fitness for duty.

Confidentiality

Volunteers shall not release, disseminate, publish, broadcast, or otherwise communicate to any person or organization confidential information which the volunteer obtains through, or arising out of, the performance of volunteer work. Any confidential information obtained shall not be used for personal advantage or the benefit of any outside organization.

Equipment and Supplies

Host sites will provide volunteers with the equipment and supplies needed to perform assigned duties. Volunteers shall use all equipment responsibly and according to any established procedures. Any equipment or unused supplies shall be returned and may not be used for personal advantage or the benefit of any outside organization without permission of the supplying host site.

Anti-Harassment

Volunteers shall contribute to providing a supportive and positive work environment, free of harassment, whether the harassment is of a sexual nature or in reference to any protected class/characteristics. Any behavior that creates or contributes to an intimidating, hostile, or offensive environment is absolutely prohibited and will result in disciplinary action, up to and including permanent removal from the volunteer program. Harassment and offensive behavior may take different forms and may be verbal, non-verbal, or physical in nature. Volunteers should report any instances of harassment immediately to the Coordinator or other appropriate City personnel.

Conflict of Interest

Volunteers are prohibited from soliciting or accepting gifts, money, and/or gratuities arising out of the volunteer's performance of volunteer work.

Health & Safety

If a volunteer has a concern about the actions or behaviors of a person contacted through the performance of volunteer work, the volunteer is strongly encouraged to relay that concern to the Coordinator or other appropriate City of Mitchell staff.

Work Performance and Disciplinary Process

Volunteers shall comply with job performance and conduct standards to at least the same level as paid employees. Deficient performance or inappropriate actions by a volunteer may result in disciplinary action ranging from a formal discussion up to and including permanent removal from the volunteer program.

Volunteer Station Electronics

Volunteers shall comply with host site policies regarding the use of electronic devices while volunteering to engage in personal activities such as internet browsing, gaming, or social network use.

Volunteer Hours

Please report all volunteer hours to the MVP office monthly.