



# New Life Center

## Volunteer Guidelines

### **Dress Code**

- Closed toe shoes must be worn while working in the dining hall/kitchen at all times.
- Long pants are strongly recommended when volunteering in the kitchen.
- Volunteers must wear clothing that is deemed modest by staff. Please do not wear midriff-revealing tops, short shorts, muscle shirts or anything tight-fitting.
- Clothing worn by volunteers must not portray alcohol, cigarettes, drugs or sexual or violent themes.
- Dangling or loose worn jewelry should be removed before arriving.
- If hair is long, a ponytail holder or baseball cap must be worn while working in the dining hall/kitchen at all times.

### **Training**

- All individual volunteers need to participate in volunteer training prior to their first day of service. Volunteers will not be placed until training is complete.
- Individual training can be arranged by emailing [jay.thoreson@fargonlc.org](mailto:jay.thoreson@fargonlc.org) or by calling 701-435-4453 x107.
- Groups will go through orientation together the first day of their service.

### **Relationships**

- Volunteers are encouraged to maintain a high standard of integrity and professionalism when relating with NLC clients (as defined below).
- Volunteers are not to spend time alone with NLC clients. Volunteers should always be in sight of others.
- Volunteers are not allowed to have any physical contact with NLC clients other than what is socially acceptable, such as a handshake.
- Volunteers are asked not to share personal details such as home address or phone/cell number with NLC clients.

### **Conduct**

- As the NLC is a faith-based organization, volunteers are asked not to present or promote a worldview that is in opposition to the Judeo-Christian worldview that is the very fabric of our organization.
- Volunteers are to engage in gracious and edifying conversation.
- Our programs are violence-free and drug-free environments. Volunteers are not to drink alcohol, use drugs or carry weapons on site.
- Harassment of any kind is not permitted. Any volunteer who engages in any type of harassment will not be permitted to volunteer in the future.
- The NLC is not responsible for the personal property of volunteers.
- Volunteers are not to engage in a private transaction involving gifts, services or money with any NLC client. Any gift should be directed to or channeled through the organization.

### **Other Considerations**

- Volunteers must be at least 18 years of age or accompanied by a legal guardian.
- Volunteers agree to indemnify the NLC and/or any of its separate entities against all claims, demands, judgments, and executions that NLC and/or its staff may sustain arising from my volunteer actions, whether or not such claims, demands, judgments, and executions are discovered during my volunteer work.

I have read, understand and agree to adhere to the above guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Volunteer Opportunities

<b>KITCHEN</b>		
Food Preparation		<b>Monday – Friday</b>
Food/Drink Server		4:15pm – 6:00pm
Cleaning Dishes		
Dining Hall Cleanup		<b>Saturday and Sunday</b>
Sorting/Organizing		9:00am – 11:00am 3:30pm – 5:30pm
<b>THRIFT STORE/WAREHOUSE</b>		
<b>Monday – Friday</b>		
Sorting/Stacking	As needed	9:00am – 4:00pm
<b>OFFICE/ADMINISTRATION</b>		
<b>Monday – Friday</b>		
Data Entry or Word Processing		
Research	As needed	9:00am – 5:00pm
Website		
Other		
<b>MAINTENANCE - FACILITY/GROUNDS</b>		
<b>Sunday-Saturday</b>		
Painting		
Carpentry		
Plumbing	As needed	9:00am – 4:00pm
Electrical		
Mechanical/Repair		
<b>DISCIPLESHIP</b>		
Host/facilitate chapel		<b>Chapel - Sunday</b>
Bible Study		5:30pm – 6:30pm
Testimonial		
Song/Worship Leading		<b>Other opportunities can be discussed</b>
Drama		
<b>PROFESSIONAL SERVICES</b>		
<b>To Be Determined</b>		
Photography or Video		
Social Media/Graphic Design		
Career/Vocational Training and Guidance		
Coordinating a clothing, linens, etc. drive		
Event planning		
Other		