



VOLUNTEER HANDBOOK

Contains basic guidelines that must be understood by volunteers





Volunteers Inc. Volunteer Handbook

Welcome to Volunteers Inc.

Our Vision

To create a vibrant community where young people are empowered through volunteerism to become active, engaged, and socially responsible citizens, making a lasting impact on society and enhancing the quality of life for all.

Our Mission

To promote and facilitate volunteerism among youth in Jamaica, fostering a culture of community service. Through strategic partnerships and impactful programs, we aim to empower young people to address critical societal needs, enhance their sense of social responsibility, and contribute to the development and well-being of their communities.

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1. Introduction

Welcome to Volunteers Inc.! We are thrilled to have you join our team of dedicated individuals who are passionate about making a difference. This handbook is designed to provide you with all the necessary information to ensure a successful and rewarding volunteering experience.

2. Our Core Values

- **Community:** We believe in building strong, supportive communities through collective action.
- **Empowerment:** We aim to empower individuals, especially youth, to take initiative and lead positive change.
- **Integrity:** We maintain the highest standards of honesty and ethical behavior.
- **Respect:** We treat everyone with dignity and respect, valuing diverse perspectives and contributions.
- **Commitment:** We are dedicated to our mission and strive for excellence in all our endeavors.

3. Volunteer Expectations and Code of Conduct

Expectations

As a volunteer with Volunteers Inc., you are expected to:



- **Commit to your role:** Honor your commitments and complete your assigned tasks to the best of your ability.
- **Communicate effectively:** Keep open lines of communication with your team leaders and fellow volunteers.
- **Respect confidentiality:** Protect the privacy and confidentiality of the individuals and communities we serve.
- **Adhere to policies:** Follow all organizational policies, procedures, and guidelines.

Code of Conduct

- Treat all individuals with respect and dignity.
- Refrain from any form of discrimination, harassment, or bullying.
- Maintain a positive and professional attitude.
- Report any concerns or issues to your supervisor immediately.

4. Volunteer Opportunities

Promote Volunteerism Among Youth

- **Recruitment Drives:** Organize and participate in volunteer recruitment drives in schools and communities.
- **Workshops and Seminars:** Conduct workshops and seminars on the importance and benefits of volunteerism.
- **Curricular Integration:** Collaborate with educational institutions to integrate volunteer opportunities into curricula.



Provide Free Prescription Eyewear

- **Vision Screenings:** Partner with optometrists and eyewear providers to conduct vision screenings.
- **Eyewear Distribution:** Procure and distribute prescription glasses to eligible individuals.
- **Awareness Campaigns:** Organize campaigns to raise awareness about eye health and the importance of regular check-ups.

Promote Community Development Initiatives

- **Community Projects:** Collaborate with local businesses and NGOs to implement community improvement projects.
- **Clean-up Drives and Health Fairs:** Organize clean-up drives, health fairs, and educational workshops.
- **Partnerships for Sustained Impact:** Establish partnerships with community centers and local authorities for sustained impact.

5. Volunteer Roles and Responsibilities

General Responsibilities

- Attend training sessions and meetings.
- Perform assigned tasks efficiently and responsibly.
- Communicate any issues or concerns to your supervisor.
- Respect and follow all organizational policies and procedures.



Specific Roles

Recruitment Drive Volunteers

- Plan and organize recruitment events.
- Engage with potential volunteers and provide information about our programs.
- Assist in the registration and onboarding of new volunteers.

Vision Screening Assistants

- Set up and manage vision screening stations.
- Assist optometrists during screenings.
- Help with the distribution of prescription glasses.

Community Project Coordinators

- Plan and implement community development projects.
- Coordinate with local partners and stakeholders.
- Monitor and report on project progress and outcomes.

6. Training and Support

Initial Training

- **Orientation:** Introduction to Volunteers Inc., our mission, and values.
- **Role-Specific Training:** Detailed training on your specific role and responsibilities.

Ongoing Support



- Regular check-ins with your supervisor.
- Access to additional training and development opportunities.
- Support from a dedicated volunteer coordinator.

7. Safety and Health Protocols

- Follow all safety guidelines and protocols.
- Use protective equipment as required.
- Report any accidents or injuries immediately.
- Maintain a safe and clean working environment.

8. Communication and Reporting

- Keep in regular contact with your supervisor.
- Report any issues or concerns promptly.
- Participate in feedback sessions to improve our programs and services.

9. Recognition and Benefits

- **Certificates of Appreciation:** Recognizing your contributions and commitment.
- **Volunteer Events:** Invitations to special events and gatherings.
- **Skills Development:** Opportunities to develop new skills and gain valuable experience.

10. Frequently Asked Questions (FAQs)

Q: How do I sign up for a volunteer opportunity?



- A: You can sign up for volunteer opportunities through our website or by contacting our volunteer coordinator.

Q: What if I need to cancel or reschedule my volunteer shift?

- A: Please inform your supervisor as soon as possible if you need to cancel or reschedule.

Q: Are there any age restrictions for volunteering?

- A: Volunteers must be at least 16 years old. Some roles may have additional age requirements.

Q: Will I receive training for my volunteer role?

- A: Yes, all volunteers receive comprehensive training specific to their roles.

Q: How do I log my volunteer hours?

- A: You can log your volunteer hours through our online portal or by submitting a timesheet to your supervisor.

Volunteer Coordinator

- **Name:** Shanese Green
- **Phone:** 876-803-0421
- **Email:** VRegistration@volunteersinc.org

Thank you for joining Volunteers Inc.! Together, we can make a difference in our communities and empower the next generation to lead positive change. We look forward to working with you and achieving great things together.