# Red Barn Youth Center

# Volunteer Handbook

A simple guide to volunteers

**Effective Date: 8/25/2025**

# Contents


1. Welcome Message ..... 2
2. Mission and Philosophy ..... 2
3. Volunteer Policies ..... 3
   3.1 Equal Opportunity Employment ..... 3
   3.2 Anti-Discrimination and Harassment ..... 3
   3.3 Code of Conduct ..... 3
   3.4 Dress Code ..... 4
   3.5 Personal Belongings and Valuables ..... 4
   3.6 Social Media and Internet Usage ..... 4
   3.7 Confidentiality and Privacy ..... 4
4. Health and Safety ..... 5
   4.1 Workplace Safety ..... 5
   4.2 Emergency Procedures ..... 5
5. Program and Activities ..... 6
   5.1 Age-Appropriate Learning Environments ..... 6
   5.2 Special Programs and Activities ..... 6
   5.3 Interwacting with Youth ..... 6
6. Additional Policies ..... 6
   6.1 Smoking, Alcohol, and Drug Use ..... 6
   6.2 Electronic Devices and Cell Phones ..... 6
   6.3 Use of Program Resources and Materials ..... 7
7. Conclusion ..... 7

## 1. WELCOME MESSAGE

Dear Red Barn Youth Center Team,

Welcome to our after-school team! We are delighted to have you join our team and contribute to the nurturing and development of the youth in our care. This Volunteer Handbook has been created to provide you with important information about our policies, procedures, and expectations.

At Red Barn Youth Center, we strive to create a safe, supportive, and inclusive environment where every youth feels loved, valued, and encouraged to reach their full potential. As a Volunteer, you play a vital role in realizing this vision, and we appreciate your dedication to the well-being of our youth.

We encourage you to read this handbook thoroughly and familiarize yourself with its contents. Should you have any questions or need further clarification, please don't hesitate to reach out to the Executive Director.

Thank you for choosing to be a part of our team. Together, we can make a positive difference in the lives of the youth and families we serve.

Warm regards,

Jolene McCarthy

Executive Director

Red Barn Youth Center

## 2. MISSION AND PHILOSOPHY

Red Barn Youth Center's mission is to provide a safe, supervised place for Key Peninsula youth in 6th through 12th grade to go after school to have fun, find guidance, develop positive relationships, and become community minded citizens. We believe in:

- Fostering a love for learning and exploration.
- Embracing diversity and promoting inclusivity.
- Encouraging creativity, critical thinking, and problem-solving skills.
- Building positive relationships and social skills.
- Instilling values of kindness, respect, and empathy.
- Collaborating with parents and families to support youth's growth.

We are committed to upholding our mission and philosophy in all aspects of our program operations, and we expect all Volunteers to share and embody these values.

# 3. VOLUNTEER POLICIES

## 3.1 Equal Opportunity Volunteering

Red Barn Youth Center is an equal opportunity employer and prohibits discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, or any other protected characteristic as outlined by applicable laws. We are committed to providing a work environment that is free from discrimination.

## 3.2 Anti-Discrimination and Harassment

We maintain a zero-tolerance policy regarding discrimination, harassment, and retaliation. Volunteers are expected to treat one another with respect, dignity, and professionalism. Any form of discrimination or harassment, including verbal, written, physical, or visual, is strictly prohibited. If you experience or witness any such behavior, promptly report it to the director.

## 3.3 Code of Conduct

As a Volunteer of Red Barn Youth Center, you are expected to adhere to the highest standards of professional conduct. This includes:

- Treating youth, parents, colleagues, board members, and visitors with respect and kindness.
- Maintaining confidentiality regarding sensitive information related to youth, families, and colleagues.
- Complying with all applicable laws, regulations, and licensing requirements.
- Avoiding conflicts of interest and refraining from engaging in activities that may compromise your professional judgment or integrity.
- Adhering to Red Barn Youth Center policies, procedures, and guidelines.

Violation of the code of conduct may result in termination of volunteering.

## 3.4 Dress Code

The dress code at Red Barn Youth Center is casual attire. Volunteers are expected to dress neatly and appropriately for their roles, ensuring that their clothing is clean, modest, and suitable for a program environment.

Please note that certain positions or activities may require specific dress requirements, such as wearing closed-toe shoes or wearing protective gear during outdoor activities. The director will provide additional guidance if such requirements apply to your role.

### 3.5 Personal Belongings and Valuables

While we strive to maintain a secure environment, Red Barn Youth Center is not responsible for the loss or theft of personal belongings. We recommend that Volunteers limit the items they bring to work to essential items only. Personal belongings should be kept in designated areas provided by the program.

### 3.6 Social Media and Internet Usage

As a Volunteer of Red Barn Youth Center, it is important to exercise caution and professionalism when using social media platforms and the internet. Refrain from posting any content that could reflect negatively on the program or compromise the privacy and confidentiality of youth, families, or colleagues. Additionally, avoid engaging in online discussions or behaviors that may be considered offensive, discriminatory, or harmful to the reputation of Red Barn Youth Center.

### 3.7 Confidentiality and Privacy

Maintaining the confidentiality and privacy of youth and families is of utmost importance. You are expected to handle all personal and sensitive information with the highest level of confidentiality. Do not disclose or discuss any information about youth, families, or colleagues outside of work, unless required by law or authorized by the program.

Additionally, do not access or share any confidential or sensitive information without proper authorization. This includes electronic files, documents, or any other materials related to the program's operations.

Remember that confidentiality extends beyond the workplace, and it is crucial to maintain discretion and professionalism when interacting with youth and families in public settings.

## 4. HEALTH AND SAFETY

### 4.1 Workplace Safety

Red Barn Youth Center is committed to providing a safe and healthy work environment for all Volunteers. It is important that Volunteers adhere to safety protocols, guidelines, and procedures to prevent accidents, injuries, and occupational hazards. Regular safety training and drills may be conducted to ensure preparedness and compliance with safety standards.

### 4.2 Emergency Procedures

In the event of an emergency, Volunteers should be familiar with the program's emergency procedures. This includes procedures for evacuations, lockdowns, medical emergencies, natural

disasters, and other potential incidents. Emergency contact information and evacuation routes will be prominently displayed throughout the facility.

# 5. PROGRAM AND ACTIVITIES

## 5.1 Age-Appropriate Learning Environments

The Red Barn Youth Center provides an environment tailored to the developmental needs of youth in 6th through 12th grade. Volunteers play a vital role in ensuring a safe, engaging, and age-appropriate space that develops learning, exploration, and social interaction.

## 5.2 Special Programs and Activities

Special programs and activities may be organized to enhance the learning experience for youth. Volunteers may be involved in assisting these programs, such as field trips, guest speakers, or themed activities. Safety protocols and permission procedures should be followed when implementing such programs.

## 5.3 Interacting with Youth

Volunteers are expected to actively interact and engage with all youth present during their volunteer shift. Volunteers should move throughout the building, participate in activities, and develop connections with a variety of youth to ensure an inclusive, welcoming, and supportive environment for everyone.

# 6. ADDITIONAL POLICIES

## 6.1 Smoking, Alcohol, and Drug Use

Smoking, alcohol consumption, and drug use are strictly prohibited on Red Barn Youth Center premises or during work hours. Volunteers are expected to comply with this policy to maintain a safe and healthy environment for youth and colleagues.

## 6.2 Electronic Devices and Cell Phones

The use of personal electronic devices, including cell phones, during working hours should be limited to designated break times or emergency situations. Volunteers should refrain from using electronic devices in the presence of youth, unless it is for work-related purposes approved by their director.

### 6.3 Use of Program Resources and Materials

Program resources, materials, and equipment are intended for professional use and the care of youth. Volunteers should use these resources responsibly and refrain from unauthorized personal use, removal, or borrowing without proper permission.

## 7. CONCLUSION

We hope that this Volunteer Handbook provides you with a comprehensive understanding of our policies, procedures, and expectations. By adhering to these guidelines, we can create a positive, nurturing, and supportive environment for the youth in our care.

Please sign and return the acknowledgment form attached to indicate that you have read, understood, and agreed to comply with the policies and guidelines outlined in this Volunteer Handbook.

Thank you for your commitment to the well-being and development of youth at Red Barn Youth Center. Together, we can create a memorable and enriching experience for every youth.

Sincerely,

Jolene McCarthy

Executive Director

Red Barn Youth Center