



101 S. Huron St.
Ypsilanti, MI 48197
(734) 485-8730
info@soscs.org

Intern/Volunteer Expectations & Guidelines

As an Intern or Volunteer at SOS, I agree to the following:

- I will accurately record and submit my volunteer hours
- I will be present at all shifts I commit to and I will contact my supervisor in the event that I will not be available to work my assigned shift
- I understand that I am responsible for my personal belongings and that SOS is not responsible for lost or stolen items. I also understand that it is recommended for all valuables to be left at home
- I understand that excessive cell phone use, including texting, is prohibited during volunteer hours
- I will dress appropriately for my role; Administrative roles require business casual dress and Food Program roles require closed toe shoes; I understand that Interns/Volunteers may not wear revealing or offensive clothing during their shift
- I will participate in the SOS Intern/Volunteer Orientation and subsequent trainings as needed, refusal to do so will result in immediate dismissal from my position
- I understand that stealing is not tolerated and will result in immediate dismissal
- I understand that publicly disparaging, besmirching, or misrepresenting SOS Community Services or its stakeholders, including staff, donors, and clients, may result in dismissal from my role
- I understand that I am not only acting as an intern/volunteer, but also a representative of SOS Community Services. I will treat all consumers, interns/volunteers, and staff with kindness, dignity, and respect and I understand that it is never appropriate to form an outside relationship of any kind with any consumer
- I will take part in SOS's commitment to creating a safe atmosphere for open discussion. Where employees/interns/volunteers feel free to share information about ourselves with each other as we see fit. I will not demean, devalue or "put down" people for their experiences or lack thereof.
- I will report to a staff member any incident of harassment or endangerment which poses a current or future impact on SOS, its staff, interns/volunteers, or consumers
- I understand that physical contact with another individual, unless it is a self-defense situation where I perceive imminent danger to my personal safety, will result in immediate dismissal from my position



101 S. Huron St.
Ypsilanti, MI 48197
(734) 485-8730
info@soscs.org

Expectations & Guidelines Continued

- I understand that weapons of any kind are not permitted on SOS property and will result in immediate dismissal from my position
- I understand that Interning/Volunteering under the influence of alcohol or drugs will not be permitted and that smoking is not allowed on SOS property, doing so will result in immediate dismissal from my position
- I understand that SOS employees/interns/volunteers may not receive any services provided by SOS Community Services during the tenure of their employee/intern/volunteer experience or during the six (6) months prior; I understand that this includes housing, food, utility, employment, children's, and all other SOS services

Interns/Volunteers can expect the following from SOS Community Services:

- To be treated with respect, listened to, and supported by staff in all related matters
- To be provided supervision, training, opportunities to give feedback, support, encouragement, and recognition for your time and effort.
- To learn from each other, materials, and our work. Including acknowledgement and respect of differences amongst us in skills, interests, values, education, experience and culture.

SOS Community Services reserves the right to decline the service of any volunteer at any time. SOS Community Services will not tolerate any form of discrimination or harassment. A volunteer who violates policies, disobeys safety procedures, behaves inappropriately with staff, other volunteers, or anyone they encounter while volunteering with SOS Community Services, will be asked to leave and may be permanently excused from further volunteer activities with SOS Community Services.

First and Last Name

Signature

Date

If you have any questions or concerns, please contact your direct supervisor as they can address concerns more immediately. You may also contact our Volunteer Coordinator at volunteer@soscs.org