Guidelines for Volunteer Services and Activities
Greenfield Community College

Greenfield Community College appreciates and welcomes the support of volunteers who contribute to the community college mission by offering supplemental program services and activities to its students, faculty, staff and local community. In order to effectively coordinate and evaluate volunteer services the College has developed the following guidelines. These are general guidelines and may not address the unique circumstances or exceptional needs of a particular individual, program, service or activity. For further information and to volunteer your services, please contact the College’s Executive Director of Human Resources at 413-775-1312.

Guidelines:

- Volunteers may provide service in areas where such service will enhance the quality and efficiency of programs and activities offered by the College to its students, employees and the community.

- Volunteers are welcome to contribute their services to the College in any approved area, but shall not perform bargaining unit work.

- Volunteer services may include, but are not limited to, tutoring, coaching, training, coordinating projects or events, assisting students with disabilities, assisting with child care, assisting with campus ministry or counseling, assisting in computer or science labs, performing in theater or arts events, and/or assisting in offices.

- When required, a volunteer must possess the appropriate license, certification or credentials to perform certain activities (e.g., first aid, aquatic safety, martial arts, health care, social work, psychology, etc.).

- Volunteers may be invited to participate in appropriate staff development or training programs. Volunteers should be provided any training necessary for the safety of themselves and others, such as building evacuation routes and campus emergency procedures.

- Volunteers shall not engage in or undertake activities that pose a risk of injury or harm to themselves or to others.

- Volunteers shall respect the privacy of students, employees and members of the College community by maintaining confidentiality in all matters arising out of their voluntary activity.

- Volunteers who engage in activities dealing with youth, the elderly, mentally or physically impaired or ill persons, or members of other “at risk” populations may
be required to undergo a criminal offender record investigation (CORI) and/or sexual offender record investigation (SORI) background check as a condition of their voluntary service.

- Volunteers should report to the responsible department head when arriving on campus to perform volunteer services.

- The College may terminate or discontinue any volunteer service at anytime and for any reason at its pleasure.

- Volunteers who wish to cite their College volunteer service as relevant experience for future employment or career development should contact the Executive Director of Human Resources.

I have read these guidelines and agree to abide by them while providing volunteer services at the College.

Volunteer (please print)

__________________________________________  Date

Signature of Volunteer