Volunteer Information and Facts

1. Personal items: We encourage you to leave any personal items at home. The XXXXXXXXXX Food Bank & Learning Centre is not responsible for lost or stolen items.
2. Training: If you have any questions about volunteer tasks you have been asked to do, please do not hesitate to ask one of the staff. We are here to help!
3. Harassment: We have a zero tolerance workplace harassment policy. Please bring any questionable incidents or behavior to the confidential attention of either the Engagement Coordinator or the Urban Agriculture Program Manager. You can also contact the XXXXXXX Volunteer Coordinator immediately. We want you to feel safe and comfortable here.
4. Dress Code: Volunteers in the XXXXXXXX are expected to wear close-toed shoes. We recommend you bring a hat and sun protection. The XXXXXXX supplies sunscreen for volunteers.
5. Water Bottle: Please help us reduce our plastic waste by bringing your own water bottle. There is potable water available at the XXXXXXX. It is very important to stay hydrated!
6. Tools: The XXXXXXX has tools and work gloves that you are welcome to use. If you have a preference for your own tools, or require special equipment, please bring them to your shift.
7. Beginning a volunteer shift: When you arrive please talk to the Engagement Coordinator, or if he/she is not available, the Urban Agriculture Program Manager. They will tell you what tasks need to be done that day. They will also write your arrival/departure times in our volunteer log.
8. Resume Experience: If one of your goals in volunteering with the XXXXXXXXXX is to gain volunteer/work experience to add to your resume, please tell us during your orientation. We provide references to volunteers who contribute a minimum of 30 hours of service.
9. Hours for Compost Coaches or Master Gardeners: XXXXXXX staff track volunteer hours. During your orientation please let us know if you are a compost coach or a master gardener.
10. Children: All ages are welcome in the XXXXXXX but children must be supervised by an adult.

**Safety**

* **Work Comfortably:** Work in positions that are comfortable to you. Let us know if you are not comfortable or able to do a task and we will assign you a different one. Use pads if you are going to kneel for extended periods of time (knee pads are located in the tool shed).
* **Work Safely:** Goggles and ear protection must be worn when operating the weed wacker or lawn mower. Adult volunteers may be approved to use power tools on site with the permission of a XXXXXXX staff member.
* **Pace yourself:** Do only what fits with your level of comfort. Take breaks when you are tired. Stop working if you experience breathlessness or muscle soreness.
* **Avoid overexertion and illness:** Stop working if you experience the following: extremely high body temperature, headache, rapid pulse, dizziness, nausea, or confusion.
* **First Aid:** There is a first aid kid located in the office.
* **When in doubt, ask:** If you are unsure about any activity or equipment, please ask XXXXXXX Staff.

**Do Not Hesitate to contact the Engagement Coordinator or Volunteer Coordinator with more questions**

**Engagement Coordinator:**  **Call XXXXXXXX or email Volunteer coordinator**