

Avondale House Volunteer Handbook

Welcome

Dear volunteers,

Welcome and thank you for choosing Avondale House as a place to commit your time, your talents, and your resources. At Avondale House, we are dedicated to promoting the success of children and adults with autism, and their families. Our mission is to provide individuals with autism the resources, education and training to develop to their fullest potential.

To accomplish this mission, we have a well-trained, highly experienced and deeply committed staff managing our operations, designing and implementing our programs, and caring for the well-being of those we serve.

We would not be successful were it not for people such as you, willing to share your time and your talents in our classrooms, at our group homes, in our day program for adults, at our front desk, at our parties and events, and in so many other roles behind the scenes.

On behalf of the board of directors of Avondale House, our leadership team, and our staff, we are glad you are here!

About Avondale House

Avondale House is a 501(c) (3) not-for-profit agency that provides, primarily, educational services to children with autism. Founded in 1976 by parents of children with autism, we started by providing weekend respite services and after-school care in a house located on Avondale street in the Montrose area. We later expanded our services to include educational programs. At that time, we leased classroom space at Central Presbyterian Church. Avondale House became an official United Way affiliated agency in 1990. In January 2006, Avondale's board of directors launched a capital campaign to support the construction of a new facility to house the organization. The doors of our new, 33,000-square-foot facility on 3737 O'Meara Drive opened for business in January 2008. To address potential growth of the agency, the board recently purchased 5.53 acres of land adjacent to and south of the current property.

Volunteer Areas

- Day School
- Adult Day Habilitation
- Residential
- Front Desk / Reception
- Administrative / Development

Administrative Staff

Becky Ingalls

Principal / Education Specialist

Patti Kelly

Program Director

Philip Golden

Development Director

Melissa Burghardt

Adult Training Coordinator

Alyssa Purcell

Development Coordinator

Carrianna Werner

Development Assistant/Volunteer Coordinator



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Volunteer Hours

Volunteer hours are split into two categories: morning and afternoon. Morning hours are from 9:00 a.m. to 11:00 a.m. and afternoon hours are from 1:00 p.m. to 3:00 p.m. Avondale House does not provide lunch to volunteers during regular school hours.

Volunteer Attire and Dress Regulations

Due to the nature of Avondale House's work and the disability of those served, volunteers are required to wear comfortable, durable clothing that is in good taste (non-revealing and properly fitting). Shorts should be worn only when involved in outdoor activities. Tank tops are not acceptable attire for any volunteer activity. Cologne and perfume are prohibited. Volunteers should wear close-toed shoes with non-slick soles. Sandals, flip-flops, open-toed shoes, sling-backs, pumps with heels, and shoes with slick leather soles are not permitted. Jewelry should be limited to a sturdy, shock-resistant watch and stud type earrings.

Building Policies

No smoking: Avondale House maintains a smoke- and tobacco-free campus. No smoking or other use of tobacco products is permitted in any part of the building or fenced-in campus areas as well as in any vehicles owned, leased, or rented by Avondale House.

Confidentiality: We ask that our volunteers, who may interact with our clients, maintain in confidence any information or material concerning a particular client and not release or discuss it with anyone outside of Avondale House.

No cellphones: Absolutely no cellphone use while supervising students/clients or in the presence of students/clients.

Volunteer safety: Volunteers should not intervene or handle any challenging behavior. If a volunteer is present when a student/client is aggressive or self-injurious, allow the staff to intercede. Volunteers should leave the classroom if a student/client becomes aggressive towards others.

Media Release

From time to time, Avondale House will use photos or videos of its volunteers for the purpose of highlighting agency activities, programs or achievements. Some examples of ways volunteer images are used include promotional print materials, newsletters, the agency website, social media sites like Facebook, or in informational videos about Avondale. Avondale House has my permission to use my name, likeness, voice, words, images and videos for these purposes.

Release of Liability

I understand and expressly assume any and all risks of injury or death arising from or relating to in any way from my volunteer activities, including any harm or injury caused by any of our students or clients. On behalf of myself, my heirs, dependents, personal representatives, successors or assigns, I hereby agree to waive and release any and all actions, claims, suits, or demands of any kind or nature whatsoever against Avondale House, its affiliates, directors, officers, agents, employees, staff, volunteers, or representatives of any kind, arising from or relating to in any way from my volunteer activities.

Volunteer Status

I understand and agree that I am volunteering my services for civic, charitable, or humanitarian reasons, without expectation of pay or benefits; that I am not an employee; that I am not covered by the FLSA; that I can refuse tasks or choose my own dates and hours to volunteer with Avondale House within the

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agency's normal business hours; and that I am not entitled to a job at the completion of my volunteering activities.

Disciplinary Action

Avondale House reserves the right to dismiss anyone's services as a volunteer at any time. Dismissal could result from failure to comply with Avondale rules and regulations, breach of confidentiality, or inappropriate personal conduct, attitude or appearance. Volunteers are required to inform and involve the volunteer coordinator if they have any grievances or if any differences arise between volunteers and staff.

Final Tips

The following are a few tips to remember:

- When in doubt, ask for staff assistance.
- Don't be afraid to take time off if you are sick or need a break.
- Allow yourself time to relax and unwind.
- Avoid over commitment of your time.
- If you have issues while volunteering, inform the volunteer coordinator.
- Have fun and enjoy your volunteer experience!

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Avondale House Volunteer Handbook.

I have read and understand the contents of this handbook, will act in accord with these policies and procedures, and grant the permissions and releases described therein.

I understand that if I have questions or concerns at any time about the handbook or standards of conduct, I will consult the volunteer coordinator.

Please complete and return to the volunteer coordinator.

Volunteer Name (Please Print): _____

Volunteer Signature: _____ Date: _____

Address: _____

City, State, Zip: _____

Email Address: _____ Cell Phone: _____

For volunteers under the age of eighteen.

I am the parent or legal guardian of the volunteer whose name and signature appear above. I have read and understand the policies and procedures, media release and release of liability in the Avondale House Volunteer Handbook and consent to its terms on behalf of the volunteer.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____