

**TreeHouse – Sandstone**

Area Director: Beth Kalbow, PO Box 34, Sandstone, MN 55072, 763-486-3297

**Direct Service Volunteer Placement Process**

Our Direct Service Volunteers are those who serve at TreeHouse – Sandstone and work directly with our youth. Because of the influential position of these volunteers we do our best to evaluate them to determine their qualifications to serve in this capacity.

* Potential volunteer fills out Volunteer Application
* Potential volunteer completes site visit
* Area Director interviews potential volunteer
* Potential volunteer fills out the Background Investigation form
* Area Director meets with potential volunteer to discuss:
  + Volunteer expectations (see below)
  + Standards of Conduct (see below)
  + Volunteer job description
* Potential volunteer signs and turns in Code of Conduct form
* Area Director communicates acceptance of volunteer
* Volunteer begins to serve
* Area Director initiates volunteer enrollment in TreeSources online resource center
* Volunteer completes training modules, found on TreeSources, and debriefs with Area Director
  + In the first month
    - Foundations
    - Grace Based Ministry
    - Creating Safety
    - Support Group Facilitation
  + At least one per month after the first month
    - Boundaries and Burnout
    - Transformative Relationships
    - Gospel and Growth
* Area Director directs volunteer to TreeHouse Best Practices for Partners Manual in TreeSources to review:
  + Critical and Sensitive Issues
  + Support Group (if applicable)
  + Going Deeper (if applicable)
  + Trips and Activities (if applicable)
  + One-to-Ones (if applicable)
* 90 days after the start of service, volunteer is evaluated to assure they are still a good fit.

**Volunteer Expectations**

* Relationships: Direct Service Volunteers will…
  + Report to the Area Director of Volunteer Coordinator in the area
  + Work Closely with other staff and volunteers to build community
  + Build intentional, personal relationships with TreeHouse – Sandstone teens
* Responsibilities: Direct Service Volunteers are expected to…
  + Pray regularly for the teens, staff and mission of TreeHouse – Sandstone
  + Actively pursue teens at program
* Training and support: Direct Service Volunteers are expected to engage in the following…
  + Online training modules (Area Director to assign appropriate trainings)
  + Monthly one-to-one meeting with Area Director
* Qualifications: Direct Service Volunteers are expected to display the following…
  + Calling: Feels compelled to serve God by serving teens
  + Availability: Adequate time to engage with teens regularly at program
* Requirements: Prior to placement in an area, Direct Service Volunteers must complete the following forms…
  + TreeHouse – Sandstone Volunteer Application
  + Background Investigation form
  + Code of Conduct form

**I have read and fully understand the Volunteer Expectations as outlined above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer printed name Volunteer signature Date

**Volunteer Standards of Conduct**

Bringing living hope to hurting youth and families leading to life transformation depends first and foremost on God. The maturity and health of staff member’s or volunteer’s relationship with God directly affects effectiveness in every ministry role. Therefore, staff members and volunteers are expected to do the following in order to be equipped to minister powerfully and persuasively:

* Maintain regular connection and involvement with the broader Christian community
* Pay attention to their own needs and get them met in healthy ways
* Stay fresh spiritually
* Study and know God's Word
* Recognize one’s dependence on God; worship and pray regularly
* Keep relationships pure, maintaining a high standard of godliness and awareness of one’s role as an example to others (I Timothy 4:12)
* Special concern should be given to the following: tobacco, alcohol, and chemical use, language, sexuality, clothing, entertainment locations and activities, attitudes portrayed, honesty, driving habits and speeding, etc.
* Conduct oneself according to biblical principles, community and cultural standards.

CONDUCT AT SCHOOLS AND OTHER AGENCIES

Schools and other agencies often provide some of the most valuable contacts for networking within the community. These relationships must be handled with the utmost care. In order to do so, the TreeHouse staff and volunteers will follow these guidelines:

* No staff person or volunteer will enter school buildings without the permission of the school authorities.
* Information obtained from school personnel or other agencies must be kept confidential within our agency.
* Staff members and volunteers are expected to follow-up promptly and properly on referrals from school personnel or other agencies.
* Staff and volunteers must present themselves in a professional manner when entering school grounds or meeting with school personnel. This includes appropriate dress. Wearing TreeHouse logo apparel may be beneficial. Clothing containing religious symbols or wording should be avoided.

**I have read and fully understand the Standards of Conduct as outlined above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer printed name Volunteer signature Date