



# General Volunteer Information

## Volunteer Placement

- ❖ The need for volunteers varies by program and season, and we will do our very best to match your interests and availability with the current needs of the organization.
- ❖ The program manager or volunteer coordinator schedules all volunteer shifts. We cannot accommodate drop-ins, so please call in advance if you would like to volunteer outside of your normal schedule.
- ❖ Often, there will be multiple volunteers working during the same shift. Each volunteer has been specifically placed to fill a need. If you would like to invite a friend to accompany you while working your shift in order to introduce him or her to the organization, please request permission from the program manager or volunteer coordinator ahead of time.

## Dress Code

- ❖ Each volunteer will be issued The Open Door t-shirt upon volunteer placement. Please wear your t-shirt for each shift.
- ❖ Tank tops and sleeveless shirts are prohibited.
- ❖ Hair must be tied back.
- ❖ Closed-toe shoes must be worn for food service. Sneakers are recommended for all programs.
- ❖ Pants, jeans or shorts may be worn. Shorts must reach knees.
- ❖ Open Door aprons will be provided to volunteers serving the evening meal.

## General Guidelines

- ❖ If unable to work your shift, please contact the program manager or the volunteer coordinator. If a Second Glance volunteer, please contact the store directly at 978-283-4298.
- ❖ Please be on time for your scheduled shift so other volunteers may leave when their shift ends.
- ❖ Cell phone use while working is discouraged. If you need to take an important call, please excuse yourself from your position and find someone to cover until you return.

## Contact Information

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