



## **2SC VOLUNTEER STAFF PROCESS**

- Review 2SC Volunteer Manual
- Fill out Volunteer Staff Application
- Meet with KCS Executive Director
  - Note and discuss any differences and/or problems with 2SC Guidelines and Procedures
  - Discuss any problems related to applicant's background
  - Discuss 2SC operations and expectations
    - Discuss problems inherent to 2SC ministry and operations
    - Discuss potential safety issues
    - Discuss 2SC partners/ Facility users
    - Discuss 2SC neighborhood relations expectations
    - Discuss how donations are processed
    - Discuss how resources are distributed
  - Discuss and agree upon applicant's volunteer role
    - Develop job description
    - Set schedule
    - Discuss and agree upon applicant's 2SC access
    - Discuss privacy expectations (guests and volunteers)
    - Discuss grounds and process for separation
  - Have applicant sign Volunteer Staff Agreement
  - Take picture of applicant (for volunteer badge)