

Guidelines for Volunteer Services and Activities Northern Essex Community College

Northern Essex Community College appreciates and welcomes the support of volunteers who contribute to the community college mission by offering supplemental program services and activities to its students, faculty, staff and local community. In order to effectively coordinate and evaluate volunteer services the College has developed the following guidelines. These are general guidelines and may not address the unique circumstances or exceptional needs of a particular individual, program, service or activity. For further information, please contact the College's Executive Director of Employee Engagement/Chief People Officer (or designee), at pgauron@necc.mass.edu, or (978) 556-3937.

Guidelines:

- Volunteers may provide service in areas where such service will enhance the quality and efficiency of programs and activities offered by the College to its students, employees and the community.
- Volunteers are welcome to contribute their services to the College in any approved area, but shall not perform any unit position related work.
- Volunteer services may include, but are not limited to, tutoring, coaching, training, coordinating projects or events, assisting students with disabilities, assisting with child care, assisting with campus ministry or counseling, assisting in computer or science labs, performing in theater or arts events, and/or assisting in offices.
- When required, a volunteer must possess the appropriate license, certification or credentials to perform certain activities (e.g., first aid, aquatic safety, martial arts, health care, social work, psychology, etc.).
- Volunteers may be invited to participate in appropriate staff development or training programs. Volunteers should familiarize themselves safety and security measures at the College, including building evacuation routes and campus emergency procedures.
- Volunteers shall not engage in or undertake activities that pose a risk of injury or harm to themselves or to others.
- Volunteers shall respect the privacy of students, employees and members of the College community by maintaining confidentiality in all matters arising out of their voluntary activity.
- Volunteers who engage in activities where there is a potential for unsupervised contact with children, the elderly, mentally or physically impaired persons, or members of other "at risk" populations, will be required to undergo a criminal offender record investigation

(CORI) and/or sexual offender record investigation (SORI) background check as a condition of their voluntary service.

- Volunteers should report to the responsible department head when arriving on campus to perform volunteer services.
- The College may terminate or discontinue any volunteer service at anytime and for any reason at its pleasure.
- Volunteers who wish to reference their College volunteer service as relevant experience for future employment or career development should contact the Office of Human Resources at HR@necc.mass.edu.

I have read these guidelines and agree to abide by them while providing volunteer services at the College.

Volunteer (please print)

Signature of Volunteer

Date

Authorized College Official (please print)

Date

Signature of Authorized College Official

Date

Northern Essex Community College

**RELEASE AND WAIVER OF LIABILITY
VOLUNTARY SERVICES**

This Agreement is entered between Northern Essex Community College (College) and _____ (the "Volunteer"), for purposes of releasing the College, its governing board, officers, employees, and students (the "College"), from any and all liability arising from the Volunteer's performance of voluntary services for the College. The Volunteer enters this Agreement voluntarily and with knowledge that he/she does so without retaining any rights and/or recourse against the College. Further, the Volunteer is fully aware and acknowledges that he/she has not entered into an employment contract, expressed and/or implied, with the College and is not entitled to any benefits, including but not limited to, workers or unemployment compensation, health insurance, or immunity or indemnification protections traditionally enjoyed by employees of the College.

The Volunteer further agrees that he/she will indemnify and hold the College and its employees harmless from and against any and all costs, damages, liabilities, or expenses, related to any injury, death or property damage that may arise out of the Volunteer's performance of any and all services at the College, or on its behalf, except to the extent such are caused by the sole fault or negligence of the College. The College may at anytime and for any reason terminate the Volunteer's services.

By my signature I acknowledge that I have read this document in its entirety, understand its provisions, and agree to comply fully with them.

Volunteer (please print)

Signature of Volunteer

Date