



# VOLUNTEER HANDBOOK



Updated September 2022

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# Welcome

Welcome to the Ballard Center! Since 1965, the Ballard Center has provided affordable early childhood education and needs-based support services to families in Douglas County, Kansas.

Thank you for your interest in volunteering with us. At the Ballard Center, volunteers are essential to everything we do. From assisting teachers in our classrooms to helping organize donations in our Pantry to researching grants to help fund our programs, the Ballard Center has a place for your talents and interests. As a volunteer, you'll help make a big difference in our community.

As a volunteer, it's important that you understand our programs and policies. To get started, please carefully review the information in this Volunteer Handbook. If you have any questions, please ask the Volunteer Coordinator.

Again, thank you for donating that most precious of resources—your time. On behalf of all our employees, Board members and volunteers, I am delighted to welcome you to the Ballard family.



Becky Price, Executive Director

## About Ballard Center

### Our Mission:

The Ballard Center partners with families to achieve stability through early childhood education and needs-based services by cultivating a strong network of organizations, businesses, and individuals dedicated to serving our community.

### Our Vision:

At Ballard, we envision a community where every child and family have access to resources and support to reach their goals of stability, safety, health, and well-being.

<b>Ballard Community Center Hours:</b> Monday-Friday: currently, visitors by appointment only Saturday and Sunday: CLOSED	<b>Website:</b> ballardcenter.org <b>Phone Number:</b> 785-842-0729
<b>Pantry Hours:</b> Monday-Friday: 11:00AM to 3:00PM by appointment only Saturday and Sunday: CLOSED	<b>Ballard Center Address:</b> 708 Elm St. Lawrence, KS 66044
<b>Preschool Hours:</b> Monday-Friday: 7:00AM to 3:30PM Saturday and Sunday: CLOSED	<b>Ballard Email:</b> volunteers@ballardcenter.org

### Early Childhood Education Program

At Ballard Center we provide an affordable, high quality early childhood education program for children ages 2-5. Our program supports a developmentally focused, age-appropriate learning environment to promote both educational and family-based growth.

Ballard Center also offers a family connections program and on-site counseling to support the structure, engagement, and relationships of families.

### Family Stabilization and Basic Life Assistance

*At Ballard Center we provide community-based services and assistance to those in need. Here are some of the main services we provide to low-income individuals and families:*



**Clothing Pantry:** Provides free clothing year-round for adults and children of all ages. Job-specific apparel available.

**Food and Household Goods Pantry:** Provides a range of food and household items including diapers, personal care items, and other home essentials.

**Mobile Food Pantry:** Provides a range of food items through a partnership with Harvesters offered twice a month at the Douglas County Fairgrounds.

**Rent, Utility and Other Financial Assistance:** Provides financial assistance to families experiencing difficulties making payments for rent, utilities, or other essential services.

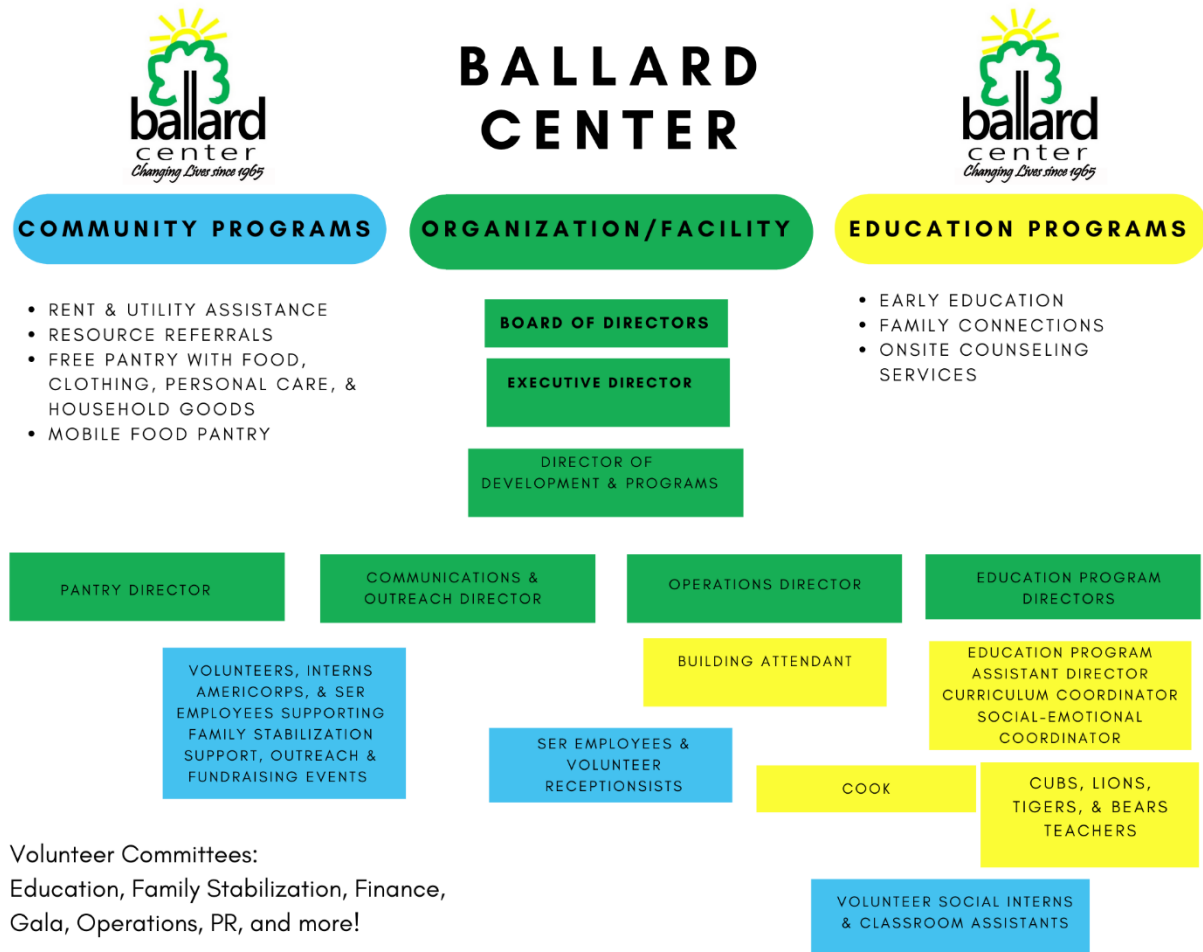
**Resource Referrals:** Referrals to other community agency partners who may be able to assist with services we are unable to provide.

### Seasonal Events

Ballard Center hosts and participates in several annual events to promote community service, build awareness of needs in our community, and raise funds to support Ballard's mission to change lives in Douglas County. These events include the Changing Lives Gala, Rev It Up car show, Holiday Bureau and Warm Hearts.

# Volunteer Roles & Responsibilities

The time and support contributed by volunteers enables the growth and existence of Ballard Center. Since the opening of Ballard, volunteers have played a significant role in the success and advocacy of the organization. The commitment of volunteers allows for an extension of services and resources to promote our mission and passion of serving the community.



We ask that all volunteers come to Ballard with a positive attitude and welcoming demeanor. The Ballard Center is committed to providing an inclusive and safe environment for all people, especially the children attending our school. Regardless of the volunteer task, we ask that all volunteers represent Ballard by remaining respectful and courteous when interacting with others and performing duties.





Volunteer responsibilities will vary depending on the task given. Volunteers will be placed in a position that matches with their interests and skills as well as Ballard’s needs. Examples of volunteer positions include pantry support, classroom/playground support, fundraising, events, and more. *Additional Volunteer Position Descriptions can be found in the Appendix.*

Our agency could not support Douglas County residents at the highest level possible without both monetary and in-kind donations.

Ballard Center, like most nonprofit organizations, depends on the good will and charitable contributions of the public to exist and thrive. Most nonprofits do not generate sufficient revenue to support themselves, and therefore depend on help from the community at large to offer their programs and services.

At Ballard, monetary donations directly impact and support the work that staff and volunteers do. As a purely local organization, we could not serve the public as effectively as we do without the support of this community. Many of our donors are volunteers, doubling their impact on the agency. From serving on our board or our focused committees, to helping in our classrooms and pantry, many donors have coupled their monetary investment with an investment of time and talent.

We know that not every donor can afford the time to volunteer and not every volunteer can financially support a donation. At Ballard, we will never pressure our volunteers to donate their money—though we certainly hope you'll consider it if you are able:

	<p><b>YOUR DONATION CAN PROVIDE WHAT BALLARD NEEDS MOST</b></p>
<p>To donate, visit our website: <a href="http://ballardcenter.org/donate-now/">ballardcenter.org/donate-now/</a></p>	<p><b>\$100 - Seasonal Programs</b> Ensures that Ballard can continue our seasonal programs, including outings for the children, getting back to school supplies, and Holiday Bureau "Adopt a Family".</p> <ul style="list-style-type: none"> <li>Last holiday season Ballard served 700 children with gifts, clothing, and real hope</li> </ul>
	<p><b>\$250 - Pantry Support</b> Fills our free pantry with enough food, clothing, and personal care items to last one month.</p> <ul style="list-style-type: none"> <li>Each yr. our pantries have serve over 7,200 individuals with much-needed supplies</li> </ul>
<p>or return this card to: <b>Ballard Center P.O. Box 7 Lawrence, KS 66044</b></p>	<p><b>\$500 - Kindergarten Readiness</b> Provides the necessary curriculum supplies so teachers can have the tools they need to send our students to kindergarten ready to thrive.</p> <ul style="list-style-type: none"> <li>When a child enters kindergarten ready, there is an 82% chance that they will master basic skills by age 11, compared with 42% who are not</li> </ul>
<p>Please accept my gift of \$ _____ to be paid as follows:</p>	<p><b>\$1,000 - Family Stabilization</b> Ensures households avoid being evicted or having their utilities disconnected. Supports working families with vehicle repairs &amp; provides therapy to people who have or are currently experiencing trauma.</p> <ul style="list-style-type: none"> <li>This benefits over 1,500 individuals annually</li> </ul>
<p><input type="checkbox"/> Cash / Check (payable to Ballard Center)</p>	<p><b>\$6,850 - Tuition Scholarship</b> Covers the cost of tuition for one child for a year. Ballard never un-enrolls children if their parents cannot pay tuition. Also, to keep costs affordable, tuition fees only cover about 50- 60% of the cost of early education program which means we absorb the remaining cost.</p> <ul style="list-style-type: none"> <li>200 children &amp; families benefit from our Early Childhood Education program annually</li> </ul>
<p><input type="checkbox"/> VISA    <input type="checkbox"/> MasterCard    <input type="checkbox"/> AmEx</p>	
<p>Credit Card Number _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>Expiration Date _____ Security Code _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>Print your name(s) as you wish to be recognized</p>	
<p>Name(s) _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>Address _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>City _____ State _____ Zip Code _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>Daytime Phone # with Area Code _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>
<p>Email _____</p>	<p><b>WWW.BALLARDCENTER.ORG</b></p>

## Volunteer Rights & Responsibilities

As a Ballard Center volunteer, you have the right to:

- Work in a safe, inclusive, healthy, and supportive environment
- Participate in meaningful volunteer work consistent with your skills and interests
- Receive regular and constructive feedback on your work
- Ask for and receive support from the Volunteer Coordinator and/or other Ballard Center staff
- Be reasonably accommodated for any ability needs to complete your volunteer tasks

As a Ballard Center volunteer, you have the responsibility to:

- Act responsibly and with integrity in your volunteer role
- Help foster a safe, inclusive, healthy, and supportive environment
- Fulfill the duties of your volunteer role as defined in the position description, efficiently and effectively
- Follow all policies in this Handbook

## Volunteer Policies and Procedures

To help ensure that Ballard remains a welcoming, inclusive, and safe environment for everyone (especially our children), all volunteers must abide by the following policies and procedures.

\*Please note: all volunteers must be at least 16 years of age, unless accompanied by an adult.

*Disclaimer: Photos might be taken of service activities to use for social media and the website. If you would not like to be photographed, please email the Volunteer Coordinator at [volunteers@ballardcenter.org](mailto:volunteers@ballardcenter.org).*

Requirements:

**Before Your First Volunteer Shift:**

- Complete the volunteer interest form.
- Complete interview/tour with the Volunteer Coordinator or the Volunteer Coordinator's designee.
- Sign a confidentiality agreement.
  - Volunteers **must** follow the rules requiring that information about children, families, and clients is treated as confidential and must not be discussed or disclosed outside of Ballard.
- Sign a conflict-of-interest agreement.

- Read this Volunteer Handbook and ask the Volunteer Coordinator if you have any questions.
- Read Ballard’s non-discrimination policy and ask the Volunteer Coordinator if you have any questions.
- Complete the emergency contact as part of your intake form.

***For Every Volunteer Shift:***

- Notify the Volunteer Coordinator as soon as possible if you will be late or unable to make your scheduled shift. Early notice is essential to allow the Volunteer Coordinator to make alternate arrangements.
- Record your time in, time out and total number of hours volunteered. The Volunteer Coordinator will provide specific instructions regarding when and how to record your hours.
- Wear identification badges when you are in the Ballard Center (located by sign in/out station).
- Park in the parking lot on the south side of the building. This keeps the smaller lot on the east side of the building free for parents/guardians to use in dropping off and picking up their children.
- Provide feedback on the volunteer experience by speaking with the Volunteer Coordinator or completing a Volunteer Feedback Survey at scheduled intervals and communicating with the staff member in charge of the department you are involved with (2 weeks, 3 months, 6 months, 1 year).
- Adhere to the volunteer policies and procedures as outlined in this Volunteer Handbook.
- Adhere to the Center’s current policies regarding COVID-19, as may be amended from time to time. The Center reserves the right to require you to be vaccinated, wear a mask, use hand sanitizer frequently, and/or take other COVID-19 mitigation measures.

Code of Conduct:

- Volunteers must be respectful of all staff and clients they interact with and communicate any issues or questions they have with the Volunteer Coordinator.
- At all times Ballard volunteers should be aware of how their actions appear to community members and families served through the Ballard Center.
- As a trauma-informed organization we are committed to conducting ourselves in a manner that reduces barriers to services and does not retraumatize those seeking services and support.
- Discrimination/harassment is strictly prohibited and will result in a dismissal of the volunteer.

Dress Code:

The Ballard Center implements a casual dress code and makes no distinctions or preferences based on gendered clothing. Generally, any clothing may be worn, but we ask you to use good judgment



regarding your choices, keeping in mind that young children are present in our building throughout the day. Depending on the nature of a specific volunteer assignment, you may be required to wear certain items, such as safety-appropriate footwear if you are using construction or lawn care equipment. Additionally, the Ballard Center may amend the casual dress code to accommodate the needs of certain events, such as requiring more formal attire for the Changing Lives Gala. The Volunteer Coordinator will communicate with you regarding any specific dress code requirements or concerns.

#### Drugs, Alcohol & Tobacco:

To protect the health and safety of our students, staff and volunteers, the Ballard Center prohibits the use, possession, sale or trade of illegal drugs on Ballard Center property. Additionally, Ballard is an alcohol-free and tobacco-free workplace. The use of alcohol or tobacco products (including electronic cigarettes or other vaping devices) on Ballard Center property is prohibited. You may not volunteer at the Ballard Center while under the influence of alcohol or illegal drugs.

#### Cell Phones:

To avoid unnecessary disruptions, please silence your cell phones while volunteering in the Ballard Center.

## Volunteer Grievance Procedure

The Ballard Center recognizes that volunteers have the right to raise grievances about any matter related to their volunteering (this could be in relation to another volunteer, a member of the paid staff, or the manner in which they are being treated by the Ballard Center).

The welfare of volunteers is of paramount importance to the Ballard Center. The grievance procedure is in place to ensure that all volunteers are dealt with in a fair manner.

#### Steps:

1. If a volunteer has a complaint against a member of staff, another volunteer, or the organization in general they should first discuss this with the Volunteer Coordinator. The volunteer may be accompanied by a colleague at this meeting.
2. If the Volunteer Coordinator is the person who the complaint is against then the matter should be referred to the Executive Director. If the matter is not resolved at the initial meeting with the Volunteer Coordinator, the complaint should be made in writing to the Executive Director.
3. If the complaint is against the Executive Director, or the volunteer wishes to appeal the Executive Director's decision, the volunteer shall make the complaint in writing to the Executive Committee of the Board of Directors. The Executive Committee may be contacted through the Board Chair, whose contact information will be provided to the volunteer upon

request. The Executive Committee's decision on any complaint shall be the final decision of the Ballard Center.

#### Confidentiality:

Information obtained by the Ballard Center during a grievance procedure will be treated as confidential and shall not be disclosed outside the Ballard Center except: (1) if required by legal process (e.g., subpoena); or (2) if, in the Ballard Center's judgment, disclosure is necessary to protect the interests of the Ballard Center, such as to defend the Center in a legal proceeding.

#### Non-Retaliation:

The Ballard Center shall not retaliate against any volunteer for filing, in good faith, a complaint, appeal or grievance under the procedures described above.

## Volunteer Scheduling, Resignation, and Termination Procedures

#### Scheduling:

As a volunteer, you are responsible for working with the Volunteer Coordinator to schedule your shifts. Please make every effort to timely attend each shift for which you are scheduled. However, if you are unable to make a scheduled shift, will be late to your shift, or need to change the hours of your shift, please contact the Volunteer Coordinator as soon as possible. Early communication is important to allow the Volunteer Coordinator to make alternate arrangements to fill your shift.

#### COVID-19 and Other Illnesses:

If you suspect that you have COVID-19 or another communicable illness, you should not volunteer at the Ballard Center, though you may complete at-home tasks if you feel up to them. Please contact the Volunteer Coordinator as soon as possible—and get well soon!

#### Inclement Weather:

In the event of significant snowfall, icy roads, or other inclement weather, the Ballard Center may close or operate under an alternate schedule. If you are uncertain whether the Ballard Center will be open during your scheduled shift, please call the Ballard Center at 785-842-0729.

#### Resignation:

We hope that you will choose to remain a Ballard Center volunteer for many years to come. However, your role is voluntary, and you may resign at any time. To resign, submit written notice of your resignation to the Volunteer Coordinator. As a courtesy to the Ballard Center, we ask that you provide at least two weeks' notice of your resignation if possible. This allows the Volunteer Coordinator time to make other arrangements to fill your shifts.

## Termination:

The Ballard Center reserves the right to terminate any volunteer, immediately and without warning, for any conduct in violation of this Volunteer Handbook. Incidents involving discrimination, harassment, illegal activity, or the creation of an unsafe environment are especially likely to result in immediate termination.

For more minor issues, the Ballard Center generally will attempt to work with the volunteer to correct the matter. In such cases, the Ballard Center will follow a three-step process:

1. *Verbal Warning.* The Volunteer Coordinator, or the Volunteer Coordinator's designee, will speak with the volunteer about the issue and what must be done to correct it. A record of the verbal warning will be placed in the volunteer's file.
2. *Written Warning.* If the problem persists after the verbal warning, the Volunteer Coordinator will meet with the volunteer to discuss the problem. The volunteer will receive a written warning and explanation of what must be done to correct the issue. A copy of the warning will be placed in the volunteer's file.
3. *Termination.* If the problem persists after the written warning, the volunteer will be terminated and shall no longer be permitted to volunteer at the Ballard Center.

## Safety Procedures

*Please read thoroughly to maintain the safety of all people at the Ballard Center.*

### ACCESS TO THE BALLARD CENTER

To help ensure the safety of the children in Ballard's care, as well as the safety of Ballard's employees, volunteers and guests, access to the Ballard Center is restricted. Volunteers must abide by the following rules governing building access:

- Outside doors are kept locked at most times. Unless directed by a staff member, do not prop an outside door open.
- If you are given the code to a door at Ballard, do not disclose the code to anyone outside Ballard.
- The door between the Pantry and the rest of the Ballard Center is always kept locked. Do not leave or prop this door open.
- Do not allow visitors inside the Ballard Center unless you have been authorized to do so by a staff member.

### FIRST AID SUPPLIES

First aid supplies are available at the front desk.

### SERIOUS INJURY OR ILLNESS

Education Volunteers: If a child is injured or becomes ill, notify Education Office Staff immediately of the type and extent of injury or illness. Education Office Staff will immediately contact the parent/guardian or emergency contact, and 911 if necessary. If Education Office Staff are unavailable, the Lead Teacher in the classroom will immediately contact the parent/guardian or emergency contact, and 911 if necessary. If necessary, Education Office Staff and Teaching Staff will assist in removing and supervising for the remainder of the class in another safe area.

All Volunteers: If a staff member, volunteer, visitor, or client is injured or becomes ill, notify Administration Office staff immediately of the type and extent of injury or illness. Administration Office Staff will immediately contact the listed emergency contact, and 911 if necessary.

**POISON CONTROL: 1-800-332-6633**

CIVIL DISORDER

Immediately notify Administration staff. Office staff will contact emergency personnel. If Administration Staff are unavailable, call 911. In the case of a telephone outage, a Lead Teacher will proceed to the Central Alarm Panel located in the upstairs landing outside the Administration office and push the Emergency Alarm button. This will dispatch law enforcement immediately.

FIRE

Volunteers in the Cubs Classroom and Lions Classroom will accompany the class by exiting through the front door, utilizing sidewalks to walk around the building, and meeting in the parking lot in front of John Taylor Park.

Volunteers in the Bears Classroom, Tigers Classroom or elsewhere on the main floor of the building will exit through the north door in the Bears Classroom, exit the playground through the north gate, utilize sidewalks to walk around the building, and meet in the parking lot in front of John Taylor Park.

Pantry volunteers will exit through the pantry entrance, utilize sidewalks to walk around the building, and meet in the parking lot in front of John Taylor Park.

TORNADO

Volunteers in the Bears Classroom, Tigers Classroom, or Pantry will immediately proceed to the Northeast Basement Bathroom.

Volunteers in the Cubs Classroom and Lions Classroom, and any additional volunteers will immediately proceed to the Northwest Basement Restroom.

FLOOD

All volunteers will proceed to the 2<sup>nd</sup> Floor Conference Room and evacuate as necessary with the assistance of emergency personnel.



## Volunteer Position Description

Title: Pantry Support Volunteers

Position Overview: Assist in receiving and organizing food, clothing, and household goods donations.

Key Responsibilities:

- Help receive and sort donations.
- Maintain a clean and orderly pantry for clients to shop in.
- Provide inventory support for storage items in the basement or shed.
- Support staff in assisting clients shopping in the pantry.
- Provide tax receipts to all donors and capture their contact information.
- Pending approval from Pantry Services Coordinator, help with data collection including intakes and check out coding.
- Maintain a clean exterior appearance of the pantry, including sweeping, raking, and keeping the dumpster area clear of debris.

Training:

- General orientation for all Ballard Center volunteers.
- Pantry-specific training from the Pantry Services Coordinator.

Support:

- Regular check-in meetings with the Pantry Services Coordinator, and/or Development Director.
- Support from the Volunteer Coordinator and/or Outreach Director.

Commitment:

- Long-term (3 months or more) commitment desired.
- Schedule can be negotiated. Between 2 and 32 hours a week. We are flexible.
  - Shifts may be anytime 9am-5pm, Monday-Friday.

Skills and Qualifications:

- Must be capable of physical labor including lifting/carrying heavy objects 15lbs.
- Professional mindset and ability to interact with staff in a positive, productive manner.
- Respectful to all clients who use the pantry.



## Volunteer Position Description

Title: Education Program Classroom Support

Position Overview: Ballard Center provides an early childhood education program for children ages 2-5. Children enrolled in Ballard Center's educational services are enriched by the presence of new people who can bring support to teachers, assisting with art projects, reading, and one-on-one interaction. Teacher helpers assist lead teachers with classroom activities and upkeep. *Volunteers will never be left unattended with children.*

Key Responsibilities:

- Set up and clean up meals.
- Make copies or prepare classroom materials as directed by the lead teacher.
- Engage with children on the playground.
- Organize and clean toys.
- One-on-one and small group/student play time and/or learning activities.
- Nap time set-up.

Training:

- General orientation for all Ballard Center volunteers.
- No specific training needed.

Support:

- Regular check-in meetings with the Education Director, and/or lead teacher that volunteer is assigned to.
- Support from the Volunteer Coordinator and/or Outreach Director.

Commitment:

- Long-term (3 months or more) commitment desired.

Skills and Qualifications:

- Have patience.
- Be able to take direction (e.g., from lead teachers).
- Works well with children ages 2-5.



## Volunteer Position Description

Title: Seasonal Events Volunteer

Position Overview: Seasonal events are held annually to support the Ballard Center mission and objectives. Every year, volunteers support the planning and execution of events such as the Changing Lives Gala, Rev It Up Hot Rod Street Festival, and Adopt-a-Family/Holiday Bureau.

Key Responsibilities:

- Depends on the event and level of commitment desired from volunteers.

Training:

- General orientation for all Ballard Center volunteers.
- Event and position-specific training provided when needed by the Volunteer Coordinator/another administrative staff member.

Support:

- Support from the Volunteer Coordinator and/or Outreach Director.

Commitment: (Length, frequency, and amount of time; location)

- Varies/flexible – depends on the level of commitment desired from volunteers.
  - E.g., can be volunteering for a two-hour shift doing set up at an event or can be on the volunteer committee planning the gala spending months working on an event.

Skills and Qualifications:

- Be organized and detail oriented.
- Knowledge of Ballard and our programs.
- Comfortable working in and around big groups.



## Volunteer Position Description

Title: Administrative Support Volunteer

Position Overview: Assist in the organization and management of office supplies, and data entry. Able to answer the phone and connect people to Ballard staff as well as answer general questions about Ballard services.

Key Responsibilities:

- Welcome visitors to the Ballard Center at the front desk (buzz them in, help them find staff for meetings, etc.).
- Answer calls and provide general information about Ballard services.
- Help schedule appointments for the pantry.
- Assist administrative staff with small projects (e.g., preparing folders for the children, organizing the admin closet, etc.).
- With training from the Development Director, complete initial intake form for callers seeking financial stabilization assistance.

Training:

- General orientation for all Ballard Center volunteers.
- Training on how to make pantry appointments from an Administrative Staff member.
- For financial stabilization intake, training from the Development Director.

Support:

- Support from the Volunteer Coordinator and/or Outreach Director.

Commitment:

- Flexible, but preferred 4-20 hours a week.
  - Ex. 2-4 hours a day, Monday-Friday.

Skills and Qualifications:

- Comfortable using the computer and phone (or willing to learn).
- Kind and welcoming demeanor.





## Volunteer Position Description

Title: Grant Research Volunteer

Position Overview: Conduct on-line research to identify foundation, state, and federal grant opportunities to support the Ballard Center. Screen opportunities for eligibility requirements to ensure the Ballard Center is eligible to apply. Use a list of priority topics and current projects to narrow the search.

Key Responsibilities:

- Online research for grant opportunities.
- Find 3 or 4 new grant opportunities where Ballard can be competitive because this is much more useful than a listing of 30 opportunities where only 2 or 3 awards are being made across the nation.

Training:

- General orientation for all Ballard Center volunteers.
- One-on-one training with the COO, on grant research.

Support:

- Regular check-in meetings with the COO.
- Support from the Volunteer Coordinator and/or Outreach Director.

Commitment:

- 2-4 hours/week.
  - Scheduling is at the volunteer's discretion; very flexible, weekends or weekdays.
- Able to complete remotely or in office at the Ballard Center.

Skills and Qualifications:

- Skilled use of the Internet.
- Good communication, written and oral to communicate findings from research.
- Understanding of what Ballard does in order to match grant opportunities to our organization.
- Ability to identify pertinent information and create a useful summary for COO so the COO can decide about pursuing the opportunity further.



## Volunteer Position Description

Title: Kitchen Help

Position Overview: Assist cook Chelsea with preparing food for the classrooms and cleaning the kitchen. Potentially filling in for Chelsea when she is out.

Key Responsibilities:

- Helping with meal preparation
- Doing dishes
- Putting up groceries
- Kitchen cleanup
- Potentially filling in when Chelsea is sick

Training:

- General orientation for all Ballard Center volunteers, followed by specific instruction from Chelsea

Support:

- Regular check-ins with Chelsea
- Extra support from Education Director

Commitment:

- Can be sporadic or regular
- 3 months or more preferred.

Skills and Qualifications:

- Flexible
- Able to stand/lift
- Food safety course or Food Handler's card preferred, but not required