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Won Community Service Center Volunteer Policy

Purpose: The Won Community Service Center encourages members of the community to volunteer at our agency as a way for them to give back to the community and to collaborate with us so the center can fulfill its mission. Volunteering with WCSC is undertaken freely and by choice, without concern for financial gain.

Scope of Volunteering: Since WCSC's clients are served through multiple programs and events, volunteers will have the chance to do a variety of activities dependent on their skills, the center's and the volunteer's needs, availability and preference. These duties range from office work to janitorial work to lifting heavy boxes to tutoring students. WCSC does not discriminate and welcomes volunteers from a variety of backgrounds and abilities.

Recruitment Requirements: Since WCSC assists vulnerable populations, volunteers must submit the following items and be interviewed.

1. Resume
2. Recommendations
3. Three Background Checks, including:
 - a. Federal Criminal History Record Information
 - b. Pennsylvania State Police Request for Criminal Records Check
 - c. Department of Human Services Child Abuse History

Training: Once a volunteer has been accepted, they will receive training for their duties from the Executive Director or appropriate staff member.

Volunteer Responsibilities: WCSC asks that volunteers communicate their needs, availabilities, or any concerns as soon as possible, verbally to the Executive Director, on the phone or through email. Volunteers are expected to participate during the times they agreed to help, unless they have communicated otherwise. Volunteers are expected to act in a professional manner while our hope is they enjoy their time assisting the community center and its clients.

Record Management: WCSC regularly keeps records of when volunteers are contacted, emergency information, skills and abilities, and hours of service performed. Volunteers can request letters acknowledging their contributions to WCSC.

The Won Community Service Center serves anyone of any race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, marital status, or disability in all the programs, and activities generally accorded or made available. It shall not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, marital status or disability in administration of its educational, admission or employment policies.