

# Kernodle Center for Civic Life – Volunteer Expectations

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You commit to fulfilling certain responsibilities as you work with others in our community. The following expectations are guidelines for assuring that you have a productive learning experience and that community-campus relationships remain reciprocal and mutually beneficial. In the course of your community engagement activities, remember that your responsible actions reflect well on Elon University as a whole, and, as a person connected to higher education, are setting an example and mentoring others through your interactions. In addition, I understand others may also hold me accountable for my behavior as opportunities to engage are a privilege.

## **AS AN ELON UNIVERSITY REPRESENTATIVE...**

- I agree to enter the community with a learning mindset and recognize that others may have experienced social impacts that are not within my own experiences.
- I agree to conduct myself with integrity at all times. This includes being honest, present and showing respect for others, and their property. I understand the community is investing valuable resources in my learning. I commit to being drug and alcohol free prior to and during my service experience and will restrict my personal phone use.
- I acknowledge that I am committing time to build stronger communities with others. I understand my role is to work *with* the community and not for it by listening, learning, and applying my skills and talents where the community sees them best utilized. I recognize that my opinion is one of many and will enter community spaces with an open mindset that postpones judgement. In addition, professional boundaries are important and will require my attention as I interact with others.

## **COMMITMENT AND IMPACT**

- Be punctual and stick to a regularly scheduled time.
- Notify your site supervisor as soon as a scheduling conflict arises.
- Plan your time so that your other responsibilities rarely interfere with your commitment.
- Research shows that the greatest impacts for self and community are experienced with consistency over a lengthy period of time.
- **If your community engagement is course required, and you think that your course requirements are not being met by the service experiences at your placement, it is your responsibility to discuss the matter with your professor and agency supervisor to explore additional opportunities within the organization.**

## **DRESS AND ACT APPROPRIATELY**

Treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately (check with your site staff for their conduct and dress codes as these vary by work environment). Set a positive standard.

## **ATTRIBUTES OF WORKING “WITH NOT FOR”**

Read and understand the organization’s mission and seek to connect your activities to it. Your purpose is to work **WITH** the organization’s identified opportunities and being flexible in situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. Keep a learning and active mindset, whenever possible.

## **AGENCY POLICIES AND PROCEDURES**

An orientation will help you be knowledgeable of and act according to agency policies, protocols, procedures, and expectations. If these policies and procedures are not specified or clearly stated or offered, please ask your agency site supervisor for them. Also, familiarize yourself with organization parking, as well as people, places, and things that can assist you in case an emergency.

## **AGENCY TRAINING**

Most organizations will conduct their own training/orientation/tour. It is crucial that you attend. Apply common sense situations and ask for assistance, if in doubt.

## **TRANSPORTATION**

The Kernodle service car is available to reserve for students to drive themselves to their respective service sites. The reservation form can be accessed on PhoenixConnect by creating an event titled 'Kernodle Service Car Reservation.' Please come to the Kernodle Center with any questions. Students must be a university approved driver.

## **CONFIDENTIALITY**

At all times, keep confidential all identifying information about the people served. This includes names, addresses, phone numbers, personal or family problems, places of employment, living habits, and other things that may be discussed with or in front of you. Please use pseudonyms if referencing within your course assignments, presentations, or discussions. Photos should not be taken without permission from the organization.

## **WHAT TO DO IN THE EVENT OF PROBLEMS**

Should a problem arise between you and others, notify your agency site supervisor as soon as possible. If problems occur with your supervisor or you feel are treated unfairly within the agency, please immediately notify your professor. In addition also contact a professional staff at the Kernodle Center Office at (336)-278-7250 to report it.

## **SUSPECTED CHILD OR ELDER ABUSE**

Suspicion of child or elder abuse warrants notification of a higher authority. You are to seek assistance from your agency site supervisor. Anyone who suspects that a child or elder is being abused or neglected is required by law to report it to the NC Department of Social Services at (336) 570-6532. For more information on child abuse see:

<http://www.ncdhhs.gov/dss/cps/about.htm> For more information on elder abuse see:

<http://www.ncdoj.gov/Help-for-Victims/Elder-Abuse-Victims.aspx>.

## **VIOLATION OF BOUNDARIES**

Students who believe they have been the victims of interpersonal violence, including sexual violence have the right to report the incident in any or all of the following ways:

- Safeline: (336)278-3333 (24/7)
- Any Elon University "responsible employee/mandatory reporter" under Title IX
- Other questionable or inappropriate behaviors should be reported to the Kernodle Center for Civic Life (336) 278-7250

## **AGREEMENT STATEMENT**

I have carefully read and understand the Kernodle Center for Civic Life's Expectations statement. I agree to uphold them to the best of my ability and recognize that my actions and attitude reflect directly upon Elon University as a whole. This agreement is to be referenced during my community engaged experience as a reminder of the expectations and support available to me.

I will take the Elon University REQUIRED Protection of Minors Training Protection before beginning my service learning experience: <https://moodle.elon.edu/course/view.php?id=33325>

Signature\_\_\_\_\_

Date\_\_\_\_\_

Keep our phone number with you for quick reference:

**(336)278-7250**  
**Kernodle Center for Civic Life**  
**232 Moseley Center Elon University**  
**[www.elon.edu/service](http://www.elon.edu/service)**