

# **Volunteering at Woodbine**

#### Mission Statement

It is the mission of the Volunteer Services Department at Woodbine to recruit and maintain a quality group of individual and group volunteers in order to enhance the quality of life for the residents we serve.

You, the volunteer, can help fill our facility with warmth, with laughter, with a variety of activities, and with caring people such as yourself, you will get something in return—the knowledge that you're helping a special group of people. More than that, by volunteering, you give the residents a chance to give to you, to share their special skills, their memories, their ideas, and their friendship.

#### How To Become A Volunteer

A potential volunteer will need to fill out the Woodbine Volunteer Application which can be found at the front desk and/or with the Director of Activities and Volunteer Services (contact at (703) 535-7161). Once you have filled out the application it will need to be returned to the front desk or Director which then will be reviewed. The potential volunteer will be contacted in order to mutually agree upon a date and time to continue the interview and begin an orientation. During this time both the volunteer and Director will discuss interests, abilities, while also meeting the needs of the facility. Both will come to an agreement of an appropriate schedule that suits the facility and volunteer. There is no maximum age for volunteers but any students under the age of 14 must be under direct supervision of an adult at all times.

## Commitment & Attendance

The importance of reliability and dependability cannot be overemphasized to our volunteers. Residents form relationships with volunteers and miss them when they are not here. Dependability is a quality of utmost importance to the goals of our program. Please give serious consideration to your commitment as we will depend on your regular and punctual attendance.

## Ethics

Volunteers are subject to the same code of ethics that the paid staff adheres to. Volunteers must remember that they represent Woodbine to the residents, their families, and visitors. Your behavior and your conservation are important to establish good guest relations. Residents have a right to privacy, and it is our obligation to safeguard that right. Any information regarding a resident is strictly and highly confidential. Violation of confidence will be in direct violation of their privacy and will not be tolerated.

"Volunteers are not paid, not because they are worthless, but because they are priceless."