



Volunteer Guidelines

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Welcome

Thank you for applying to volunteer with The Oliver Gospel Mission!

We believe Jesus Christ has called The Oliver Gospel Mission to help transform the lives of broken and homeless people in our community. The people we serve learn Christian life skills while living in responsible, structured program communities. Oliver Gospel Mission operates under Godly principles and accountability, while valuing the dignity and God-given potential of each individual.

Many day-to-day tasks and services are performed by the people in our programs, as part of their life skills training and growth. Therefore, various desired volunteer tasks, like meal preparation, are already provided in-house.



We do, however, have select opportunities where volunteers are very much needed, and their help is greatly appreciated. You will find these areas of service on the pages that follow, and detailed descriptions are available online at olivergospemission.org.

We believe wherever you may serve with us, you are ultimately serving God. We give thanks for our volunteers! They are blessings to us and those we serve. We sincerely hope our volunteers will be blessed in return.

With Warm Appreciation,

Volunteer Ministries

Service Opportunity Areas

Here is how & where you can help



Oliver Gospel Thrift Store

Located at 10012 Two Notch Road, volunteers are a constant need at our thrift store. Individuals and volunteer groups (no larger than 6, please) are welcome. Opportunities to serve are available Mondays through Saturdays; helping with donation sorting, price tagging, and displaying items for sale.

Men's Transformation Ministries

Volunteers helping within the Community Ministries aspect of the Mission may serve as an Assistant Concierge, a Community Relations Assistant, a Clothing Donation Specialist, and/or a Computer/Math/Reading Literacy Tutor. Please see our [“Service Opportunities”](#) web page for descriptions and specific times needed for each.



Toby's Place

Our ministry to women and women with children isn't yet posting volunteer opportunities.

Operations



Skilled volunteers helping within the Operations aspect of the Mission may serve by providing routine maintenance checks and service to the Mission's structure, equipment, and/or vehicles. Volunteer hours for these positions are flexible, but our general needs are Monday-Friday, during normal business hours. These opportunities include: Vehicle Maintenance checks, Landscape Maintenance, Painting, HVAC checks, and Safety Equipment checks.

Office Assistants



Office Assistant volunteers (men & women) provide help in coordinating all aspects of mailing thank you letters to the Mission's donors. Occasionally skilled volunteers are needed for data entry, creative copywriting, handwriting thank you letters, making phone calls, giving tours, etc. Times vary, but are always during normal business hours Monday through Friday.

Special Events

Several times a year, we have opportunities for volunteers to help coordinate and attend special events such as our Annual Hope-A-Thon, Golf Tournament, and service days. Information on these special events is released and emailed to registered volunteers in a timely manner prior to the event.



While you consider where to help, please keep in mind the following



- We currently have limited group service opportunities. Most are for small groups at the Thrift Store.
- The majority of our volunteer needs take place during day-time hours. Evenings and weekends have limited service opportunities.
- 15 is the minimum age for volunteering at the Mission, except for special opportunities. Anyone under the age of 18 must be accompanied by an adult while volunteering.
- Males are preferred for helping directly with our male clients.

Before You Begin

Let's cover a few details

1. We ask that you read, understand, and adhere to these Volunteer Guidelines, and our Policies and Procedures.
2. Commitment is important to us. We ask that you honor your commitment, but should you need to adjust your time with us, please notify your supervisor or the Volunteer Ministries.



Responsibilities

Here are a few

Oliver Gospel Mission will:

- Appreciate you for your continuing commitment and contribution to the Oliver Gospel Mission.
- Respect the rights and dignity of you, our volunteers.
- Ensure your information is kept confidential and is only used appropriately.
- Ensure that our expectations of volunteers are known from the outset.
- Administer and manage the volunteer program in a professional manner.

Please respect our right to:

- Select the most appropriate volunteer for the task at hand from our applicants.
- Expect volunteers to do their very best in keeping with their assigned volunteer task.
- Redirect, release, or say no to volunteers.

Because you are not an employee or independent contractor, Oliver Gospel Mission does not provide Workers' Compensation for volunteers. Volunteers agree not to hold Oliver Gospel Mission responsible for any medical/accidental claims. It is recommended that volunteers carry their own medical insurance.

Volunteer Rules

Please follow the Do's and Don'ts while you volunteer

Do

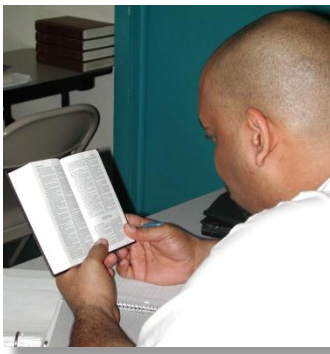
- Do get to know your supervisor and follow their instructions at all times.
- Do sign-in and sign-out on the volunteer roster each time you volunteer.
- Do be dependable and on time. Should you need to reschedule, please notify your supervisor at least 24 hours in advance so we can make alternative arrangements.
- Do always ask where the restroom is located, particularly if volunteering at the Mission (a staff restroom key is required).
- Do be respectful of clients and their privacy. We'll touch on this subject in just a bit.
- Do talk to your supervisor before doing anything on behalf of a client.
- Do notify your supervisor or staff of any problems.

Do Not

- Do not use any tobacco products at any volunteer site.
- Do not give money to clients.
- Do not take photographs.
- Do not ever give out to our clients or guests any personal information, including your phone number, address, time you get off work/school.

Conduct

Integrity is most important

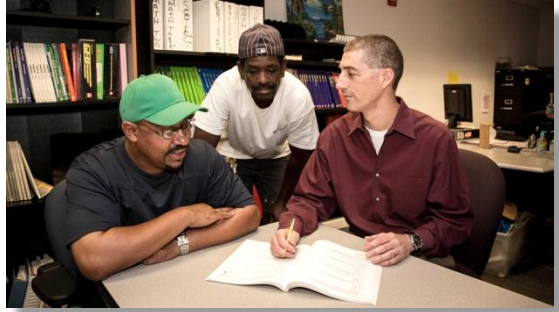


- As Oliver Gospel Mission is a faith-based organization, volunteers are asked not to present or promote a worldview or belief that is in opposition to the Christian faith, which is the very fabric of our ministries.
 - Oliver Gospel Mission is a violence-free and drug-free environment. No one is allowed to smoke, drink alcohol, use drugs, or carry weapons on site.
 - Harassment of any kind is not permitted.
- Volunteers are not to spend time alone with Mission guests. Volunteers should always be in sight of others.
 - Volunteers are not to engage in a private transaction involving gifts, services or money with any Mission client or guest. Any gift should be directed to or channeled through the organization. Volunteers may not accept money or gifts from Mission guests for services rendered.

Dress Code

What you wear matters

- Wear closed toe shoes only. Flip flops or sandals are not permitted
- No tight or revealing clothing; dress modestly please
- Refrain from wearing halter tops, tank tops, or sleeveless shirts
- Business Casual attire should be worn for all volunteer positions at the Mission.
- No t-shirts are to be worn (except with prior approval and special projects)
- Clothing should not contain any offensive language or logos
- Skirts should not be any shorter than 2" above the knee
- Oliver Gospel Mission is not responsible for purses or personal property of volunteers



Confidentiality Statement

Protecting our clients and our volunteers is a must

Oliver Gospel Mission has a strict Confidentiality Policy that we expect all volunteers to abide by for the protection of our clients. Please remember all Mission and client information should be regarded as confidential. All personal information about Mission clients is strictly confidential, except when the client shares information about matters with legal consequences, such as someone being in danger or endangering others. In this case, volunteers must report the information to the staff person in charge. Likewise, the Mission ensures that volunteer information is also kept confidential and is used appropriately.

No media comments please

Only Oliver Gospel Mission's President/CEO or Director of Public Relations is permitted to release information to the media. If you are asked by the media to make a comment about Oliver Gospel Mission, please refer them to the Mission's public relations director at (803) 254-6470 ext. 1110. Do not provide or give out any information. Do not confirm or deny anything you are asked, simply repeat the above policy.

Next Steps

Okay, I'm ready to help!

1. Apply.

You will find three different [“Applications”](#) on our website. Only one application needs to be submitted if you are a coordinator of a volunteer group.

2. Coordinate.

Remember, group coordinators are responsible for their group, which means you will need to provide copies of the above Volunteer Guidelines for all group members. You also must ensure that each group member signs up and registers on the Oliver Gospel Mission's volunteer website.

3. Enjoy it!

Thank you for your interest in helping us at the Oliver Gospel Mission, but more importantly thank you for your interest in serving God. We believe God is using our organization to transform the lives of homeless men in our community. So, while you serve, we invite you to watch God at work. We look forward to meeting you.

Have More Questions?

Contact our Volunteer Ministry Division by email: volunteers@olivergm.com or by phone: (803) 254-6470 ext. 1200.



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