

Volunteer Guidelines and Requirements

Volunteer Guidelines

These guidelines are created as a set of expectations to make a safe space for everyone. Please respect each other and Women's Bean project as a safe space.

1. The minimum age to volunteer is 18 years old.
2. **NO** photos of Production Assistants (PAs). You may take photo of yourself/group outside or under our logo. During the volunteer shift, yourself/group may be photographed by a staff member. A group photo will be sent to volunteers after their volunteer shift. Individuals may sign a photo release form to allow photos to be used in future marketing materials.
3. **NO** cell phones/smart watch usage. We realize you may need to be in contact with your employer/family while you are volunteering your time. Please keep your phone on silent and if an emergency arises, please leave the classroom/production line, and resolve elsewhere. Production Assistants are **NOT** allowed to have their phones, so this policy needs to be followed by all volunteers.
4. Be Mindful of your conversations.
 - a. Start with small talk. Here are some safe topics: weather, food, what they like the most about their job, what do they do here, books/movies/music/podcasts
 - b. Any cursing or conversations about drugs, alcohol, violence, or sex are inappropriate. (ie, don't talk about happy hour you're going to after you volunteer or that you're hungover) (past, present, or future drug and alcohol use talk is prohibited)
 - c. Allow PAs to lead the conversations. Some people may not want to be talking for numerous reasons. Do not take it personally. Coming consistently to volunteer makes it more likely for someone to open up to you.
 - d. Unless a production assistant brings it up, do not bring up personal topics like kids, family, marriage, living situation, justice system
 - e. Many PAs have lost custody of their children or have strained relationships with family members; however, many are repairing relationships and may want to talk about that. (Follow their lead on the topic)
 - f. "When did you come to Denver?" Can be a tough topic because some PAs are here in CO because of incarceration
 - g. Don't ask what someone was in prison for – let them lead conversations on sensitive topics.
5. Confidentiality – if someone does open up to you, please do not share outside of WBP. Volunteers will sign a confidentiality agreement up arrival for volunteer shift
 - a. If someone does say something that concerns you or alarms you, be discrete and share with the production supervisor or a staff member at the end of your volunteer shift
6. You may say something that does not land right – that's okay. We all make mistakes. For example, if you bring up something that appears to have offended or upset someone, acknowledge that, and apologize, then quickly move on. Do not dwell on the topic.
 - a. Be mindful of what you wear while volunteering.
 - b. No paraphernalia of alcohol or drugs, including shirts with brewery names on it, etc.
 - c. No bandanas of any kind
 - d. Wear comfortable shoes.
7. Given the ongoing COVID-19 Pandemic, masks are required in our building while volunteering in Production/while directly handling product. Off the floor, in programming, or in the break areas masks are not required at this time. We expect volunteers to follow basic COVID protocols such as
 - a. frequent handwashing
 - b. maintaining social distancing whenever possible
 - c. not entering the building for any reason if you are feeling sick or having any COVID symptoms
8. There is ample parking in our lot.

9. We have lockers to store your personal belongings during your volunteer opportunity. WBP is not responsible for the loss of any personal items.
 - a. We recommend you bring your own water bottle
10. Attendance – if you are unable to fulfill your commitment, please notify the volunteer coordinator at least 24 hours in advance.

Volunteer Requirements

General Requirements:

1. Individuals may be required,
 - a. Sit, stand, walk, squat, kneel and lift
 - b. Tolerate repetitive motions with hands, wrists, and arms
 - c. Answer phones and redirect calls from the main line
 - d. Conduct oneself in a moral, ethical, and mature manner
 - e. Seek direction from supervisors
 - f. Ability to use technology for data entry
 - g. Follow FDA and OSHA guidelines

Production Requirements:

1. Volunteers must be 18 years or older.
1. While volunteering, you need
 - a. wear comfortable shoes (closed heel and toe)
 - b. must wear a hairnet (provided) or wear a hat with all hair tied back or tucked underneath. Individuals with facial hair will also need to wear a hairnet
 - c. may **NOT** have
 - i. fake/acrylic nails or nail polish (not even clear polish), long untrimmed natural nails
 - ii. false lashes
 - iii. jewelry/piercings of any kind (facial/ear/dermal piercings, bracelets, necklaces, watches, rings, etc.)
 - d. need to wear comfortable clothing: pants/capris without holes/tears, shirt must have sleeves that covers armpit
 - i. no sequins, glitter, or buttons on shirts/clothing
 - ii. no inappropriate clothing (no alcohol/marijuana brands)
 - e. may not have drinks or food with you (no gum, candy, cough drops, etc.) you can bring a water bottle that will be stored in a break area
 - f. may not use cellphones or smart watches while working production
2. Working in Production requires an individual to be able to
 - a. sit, stand, walk, squat, kneel and lift for long periods
 - b. tolerate repetitive motions of hands, wrists, and arms
 - c. work with strong spices, odors, and allergen food products
 - d. move objects to/from production areas, racks, and pallets
 - e. be punctual and reliable

WBP reserves the right to update volunteer guidelines and requirements.

If you are unable to meet any of the above requirements, please contact our Engagement Coordinator, (kaycee.jones@womensbeanproject.com) to discuss other volunteer opportunities. We would love to still have you volunteer with us, we will just need to work together to find an alternative assignment that works within your range of abilities.