

Policy Regarding Volunteering Minors

Minors, under the age of 18, can volunteer at Willis Dady Homeless Services provided that the work does not pose a threat to their health or safety or violate Federal or State child labor laws or the policies of Willis Dady. A parent or legal guardian must give written consent by signing the Liability and Photo Release Waiver before a person under 18 years of age may volunteer.

Minors may apply to volunteer at Willis Dady. Minors will be subject to the same interview and background check procedures as adults. Minors under the age of 14 must be accompanied by an adult at all times of their service and are not to be assigned independent tasks. There are additional restrictions to the tasks that minors can complete while volunteering.

If 14 years or older, minors may:

- Answer phones and take messages (*reception*)
- Do office work, clerical work (*reception or data entry*)
- Do cleanup work (not using chemicals that require or recommend the use of personal protective equipment) (*facility maintenance*)
- Pack and shelve goods (*donation room*)
- Serve meals (*weekend meals*)
- Basic painting

Minors may not:

- Operate laundry machines
- Operate heavy machinery or power tools
- Use chemicals requiring personal protective equipment
- Complete tasks requiring the use of a ladder

Other accommodations:

- Minors volunteering over five hours must take a thirty-minute lunch break.
- Minors are not to volunteer in the role of reception without an adult volunteer or staff member present.