



# Volunteer Handbook

**WabiSabi is a nonprofit 501(c)3  
160 East 100 South Moab, Utah 84532  
(435)259-3313**

## **MISSION**

Increase the community impact of local nonprofits by providing Money, Materials, and Mentorship.

## **VISION**

Our hope is that, one day, everyone in Moab will use their resources wisely and share their excess with those in need.

## **CORE VALUES**

**W** - Work/Life Balance: Wabi puts its people first (Enjoy Moab life!)

**A** - All in this together: Teamwork makes the Dream work

**B** - Be yourself: Beauty comes from imperfections

**I** - Insist on going green whenever possible

## Compact Version

### **Why volunteer with WabiSabi?**

To be part of the solution, and help us maximize the resources of our 10 nonprofit partners and other local nonprofits in the area, together we can all strengthen the community! Whether you have a couple of hours a day or a couple of days a month, we'd love to have you on board.

### **WabiSabi's volunteers get some sweet perks.**

Volunteering 1-2 days bi-weekly gets you a 20% discount in our store. Weekly volunteering gets you a 30% discount in our store. Discounts must be maintained with an average of 2 days per month 4-8 hours per visit will earn you 20% off storewide everyday, and 1-2 times per week for 4-8 hours each time get you 30% off storewide everyday. Please note: \*Community service hours are not counted towards the discount. If you would like to continue to volunteer after you complete your hours, you would then be eligible for the discount.

### **Volunteer Records – Hours, discounts and contact information.**

To help us keep track of volunteer time, volunteers must record their hours in the volunteer binder every time they volunteer at WabiSabi. This is how we calculate when you receive a discount and what we will announce as the overall volunteer hours for the year! Additionally, please inform the volunteer coordinator or the MOD of any updates to your contact information, address or emergency contact information. Individuals completing community service hours must keep accurate records in order for WabiSabi to report all hours with the supervising court or other entity when we email them or receive a request for verification from said agency/Court. Failure to record hours accurately in the volunteer log could result in a reporting discrepancy/verification of hours and the agency/court could potentially take further legal action against you.

### **Professional Standards and Dress Code.**

We ask that all volunteers & staff alike, conduct themselves in a manner that is respectful of other volunteers, staff and customers, Please realize you are representing Wabi Sabi when you volunteer with us. We realize that volunteering at Wabi Sabi can mean getting dirty, but please wear clothing that is in good repair, not overly revealing and does not contain offensive language or content. Additionally please refrain from wearing anything advertising drugs or alcohol, ethnicity specific or politics Closed toe shoes are required to avoid injuries and comfortable clothing is recommended.

### **Safety and Emergencies.**

Report any unsafe conditions or any injuries to the manager or a staff member. **If it is an emergency that involves an injury resulting in loss of consciousness or excessive bodily harm, choking or any other life threatening conditions, please call 911 first** the address is 160 east 100 south and then contact the executive director, and the General Manager.

Don't overexert yourself, ask for help in lifting anything too heavy, and do not stack plastic tubs more than 4 high. Remember you know your limits better than anyone else and we are happy for any amount of time you can volunteer. Its quality not quantity that matters. Your health should always come first.

**\*Once you have read this, please initial the relevant section on your application.**

For the full version of the policies and procedures manual, including a list of volunteer rights and responsibilities, information on volunteering for minors and employees, and other policies, please see the volunteer coordinator.

### **Volunteer breaks/ lunch time**

At WabiSabi we don't want anyone to feel overly fatigued or burned out, so please make sure you take breaks accordingly, which is at least one 10 minute break every two hours. If you are working for 8 hours, you are required to take a lunch break. You can do that by leaving WabiSabi to eat or if you bring lunch you are welcome to sit in the break room.

When processing clothing and donations we have gloves available if you would like to wear them, as well as, bottles of hand sanitizer at each station, and of course the restroom to wash your hands.. Please remember the donations we receive are dirty and you can prevent many common bugs by simply washing your hands often or putting on hand sanitizer

Drink plenty of water to stay hydrated (especially in the hot summer time) We have a water machine in the donation room with disposable cups for everyone to use. If you would like to bring your own water bottle from home that is even better. We also have coffee in the office if you would like some, feel free to make it.

Volunteers must follow the same safety guidelines as the employees do so ensure that you are using personal protective equipment and never substitute a chair/stool for a ladder. Don't ever hesitate to ask for assistance from staff, we are here to help. Please be safe and enjoy the experience

Every 60-90 days you will receive a volunteer survey by email. This survey is meant to give you the chance to let the volunteer coordinator know how you feel about the job you are doing at WabiSabi, any changes you would like to see implemented and/or if you have any ideas on how to achieve those changes. Other volunteers and staff do not have access to your responses nor will the volunteer coordinator discuss your answers with anyone else.

WabiSabi is on social media and sends out flyers and brochures once in a while as well as, on our organizations website. At our events and inside of the store we take pictures and may post some or all of them to any of the aforementioned methods. Please fill out the consent form regarding photos/short videos of you.

## CONSENT TO PHOTOGRAPH

Please complete this form to allow Wabisabi to have your express consent to take photos of you actively engaged in work while having fun! This information is necessary should we need to contact you for any further permission. No photos will be taken, stored or shared without this form being completed, signed and turned into the Manager on Duty, Volunteer Coordinator, General Manager or WabiSabi Office Personnel. The information on this form is considered confidential and will remain in your volunteer file for reference in future instances unless you so choose to withdraw consent.

Permission is granted for: **WabiSabi Inc,**

to photograph you while volunteering at WabiSabi or at an event that WabiSabi is attending and you are also attending. For purposes of expiration or length of allowance, we will consider this to be good for the length of time you volunteer with us, unless for any reason you would like to modify, start or stop one or more of the permissions given

**YOUR NAME:**

Phone #:

Address:

Email:

Emergency Phone #:

Please provide the information requested below, as it may be needed in case of an emergency. This information does not modify or replace the information you previously provided WabiSabi Inc. on Your Volunteer emergency contact card.

Position you volunteer for:

### Please answer with yes or no to all of the following questions

Do you give Wabi Sabi your express consent to take photographs of you?	Yes or No
Do you give Wabi Sabi your express consent to take mini video clips of you?	Yes or No
Do you give Wabi Sabi your express consent to post photos/videos of you to social media such as facebook, instagram or on our website?	Yes or No
Do you give Wabis Sabi your express consent to have photos of you that could be posted later on a flyer or brochure regarding wabi sabi or volunteerism?	Yes or No
Do you consent to having your photo appear in the Volunteer newsletter?	Yes or No

Permissions and Signature of Authorization or Denial

I give WabiSabi permission to take my photo\  
 Taken is fine, please do not share outside of WabiSabi Inc. or on WabiSabi Social Media Pages, NewsLetters or advertisements

I decline to have my photo taken or shared

Signature

Date:

Print Name:

Comments or Notes: