



**Darfur Peace and Development
P O Box 10672
Alexandria VA22310**

Volunteer Handbook

CONTACT INFORMATION

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MISSION STATEMENT

The Darfur Peace and Development Organization (DPDO) founded on July 2002, is committed to restore peace and seeks a sustainable development in Darfur region and the horn of Africa. We will achieve this mission through multicultural counseling, consultation, education, training and support services, and through the contributions of our diverse Board, donors, staff, the immigrants and refugees themselves.

VISION

To be an advocate for Darfuri, DPDO is guided by three core-values

- Respect and celebration of multiculturalism and feminism;
- Democratization of knowledge through infusion of high quality materials on indigenous knowledge into educational curriculum;
- Advocacy for equality and equality for humankind.

GOALS

- Ensuring that refugees and immigrants achieve a smooth transition to the American culture through on-going orientations and mentoring programs.
- Promoting mental health through holistic counseling and trauma psychotherapy for individuals and groups.
- Enhancing cultural diversity through training forums and interactions locally and internationally.
- To liaise with other professionals and organization in developing intercultural educational materials on Africa in order to promote global peace and new methods of conflict resolution.

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PROGRAMS.....

Education programs

Peaceuilding and reconciliation

Health Programs

Documentation Project

POLICIES

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Our agency reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the DPDO Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the DPDO Director.

ORIENTATION AND TRAINING

Orientation and training will be provided to volunteers on a one-on-one basis or in groups.

SUPERVISION

DPDO staff will:

1. Provide supervision and guidance to volunteers, being sensitive to the level of individual or group needs.
2. Ensure that the task is being successfully completed by doing quality control checks and providing suggestions for improvement when necessary.
3. Collect the monthly Activity and Time Log form and any addendums and discuss any outstanding issues.
4. Be available to volunteers to answer questions and provide support.

EXPENSES/REIMBURSEMENT

DPDO does not routinely reimburse for expenses, including mileage, for volunteers. Questions regarding this should be directed to the volunteers supervisor BEFORE expenses are incurred.

TRACKING VOLUNTEERS

In order to assess the impact of volunteer within DPDO, we track the service hours of each individual. We require that all volunteer complete the Activity and Time Log on a monthly basis and submit to DPDO.

RECOGNITION

Our volunteers are important to us! Without the support of dedicated community members the work of DPDO would not be possible. As we strive to address the ever-increasing needs of the African refugee and immigrant community, we must use our resources in the most efficient manner. By helping you enable us to focus our energies on meeting the needs of the community.

WHO IS A VOLUNTEER

A “volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the agency. A “volunteer” must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as “employees” of the agency.

SERVICE AT THE DISCRETION OF THE AGENCY

Our agency accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that the agency may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the agency.

The volunteer may at any time, for whatever reason, decide to sever the volunteer’s relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer’s supervisor.

REPRESENTING THE AGENCY

Volunteers are asked to not contact organizations or individuals on behalf of the Darfur Peace and Development Organization unless they are given express written directions to do so by the Project Manager. Prior to any action or statement which might specifically affect or obligate the agency, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated within their job descriptions and only to the extent of such written specifications.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

ENDING YOUR VOLUNTEER ROLE

You can cease volunteering with the agency upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment.

DISMISSAL OF A VOLUNTEER

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other satisfactory perform assigned duties.

CODE OF CONDUCT

- DPDO expects volunteers to display sensitivity to clients and client issues. A client is defined as any person that has received or is currently receiving a direct service from any DPDO program. Volunteers are expected to act in a service capacity, demonstrating respect and support for the dignity, rights and privacy of others and to treat clients with highest standards of ethical conduct.
- Volunteers will not engage in activities that present a conflict of interest that would result in personal, financial, or other benefit either for themselves, their family or an associate.
- Volunteers, staff and clients should be able to enjoy an environment free from sexual harassment. It is against DPDO policy to make unwelcome advances to any volunteer, staff, or client or to create or contribute to an intimidating, hostile or offensive environment.