

## **MusicBox Children's Charity** **Volunteer Guidelines and Expectations**

### **1. Commitment**

Classes are held on one weekday and private lessons are scheduled between yourself and the child, from September to April.

Any three unexplained absences are grounds to be asked to leave the MusicBox Children's Charity.

Please let your project-coordinator at least 3 days in advance if you will not be able to attend your classes.

### **2. Dress Code**

Inappropriate dress:

- slogans/logos not appropriate for a child care facility
- tank tops, spaghetti strap tops, halter tops or external lingerie
- Dresses/ shorts/ skirts that are shorter than mid-thigh
- pants / shorts with holes
- sweat pants / track pants / gym attire

We ask that you maintain a respectful attire while teaching your classes. Remember that you are acting as a mentor to your students.

### **3. Child Safety and Behaviour**

All volunteers must comply with the Provincial Human Rights Policy. As a volunteer, you too are protected from any discrimination under this policy.

If a volunteer at any time feels discriminated against or harassed, please inform your project coordinator immediately. Your project coordinator will address this with the executive of the MusicBox Children's Charity.

### **4. Responsibilities**

**Some of the following responsibilities were extracted from the Toronto District School Board Code of Conduct.**

As an administrative team member, your responsibilities are:

- maintain a strict code of confidentiality when handling MusicBox related information
- attend all scheduled meetings and carry out assigned tasks
- assist in distribution of materials and execution of events
- assist in fundraising and item drives for classes
- demonstrate respect for all students, school and MusicBox personnel and parents of students
- maintain consistent standards of behaviour and respect
- help in the organization of training sessions, socials, etc.

