



Thank you for deciding to volunteer at Free Geek! These policies were created to maintain the safety and well being of Free Geek's mission, staff and volunteers. Please **read them carefully before signing the Volunteer Application Form.**

Free Geek commits to:

- Providing adequate information, training and assistance to volunteers in order to meet the responsibilities of their position.
- Ensuring supervisory aid to volunteers and providing feedback on performance.
- Respecting the skills, dignity and individual needs of all volunteers.
- Being receptive to volunteer feedback regarding ways in which we might mutually better accomplish our respective tasks.

Volunteer Opportunities at Free Geek

Adoption Program: This program is for people who want to volunteer for 24 hours in exchange for a computer. This program has the most flexibility when scheduling volunteer shifts.

- **Receiving Runner:** Standing up and carrying items into Free Geek and taking them to the Warehouse, sorting items, testing equipment. This position requires the ability to lift and carry 40-50 lbs.
- **Recycling Bench:** Standing up and taking apart PC systems. Volunteers must be at least 4'7" and be able to lift up to 20 lbs.
- **Recycling Table:** Sitting down and disassembling smaller electronics.
- **Sorting Table:** Standing up and sorting donations.

Build Program: Volunteers in this program learn how to build their own computer. No prior experience is necessary! If you agree to complete at least five computers, we will teach you the process. This program focuses on learning about building computers, but you can keep the sixth computer you complete. The build program is an estimated 60-80 hour time commitment and shifts are available during set hours only. There are parts of the build program that will require the ability to read (English or Spanish) flow charts, computer screens, and follow basic technical instructions. This program is **extremely popular**, so it may take some time to schedule your volunteer shifts and build your take-home computer.

***If you are interested in a particular volunteer position but do not meet the requirements listed above, please contact a staff member to see if Free Geek is able to make reasonable accommodations for you.**

Post Build Volunteer Opportunities: We also have several volunteer positions for folks who complete the Build Program (or have a comparable experience-level) and would like to help us out in other ways. These include Hardware Testing, Hardware Grants, Server Build, Laptops, and MacLand. We always have a high need for volunteers in these areas. Completing the Build program and/or instructor approval are prerequisites for these positions.

Internships: Free Geek offers a variety of Internships to those that have the time and interest to work outside of our main volunteer programs. Interns volunteer on a set schedule, learn valuable skill sets and play a vital role in the health of Free Geek as an organization. Visit www.freegeek.org/internships for more information and to apply.

Volunteer Policies and Procedures

- Volunteers must complete & sign the Volunteer Application and go on an orientation tour before volunteering.
- Volunteers must check in at the front desk at the beginning of every shift and log volunteer hours at the front desk at the end of each shift. Misrepresentation of volunteer hours could result in your dismissal from your volunteer program.
- Volunteers and guests must check their bags at the front desk. Please leave your valuables at home.
- We count on our Free Geek volunteers! Please let us know if you are going to be absent or late.
- For each volunteer shift of 6 to 8 hours you should take a half hour break. We also encourage you to take a 15 minute break in every 3 ½ - 4 hour shift. These breaks are not deducted from your hours.
- Please make sure to clean up after yourselves in our public areas, including the kitchens and the volunteer lounge area.
- Volunteers under the age of 16 must be accompanied by a responsible adult.

Your **safety** is very important to us!

Please:

- Wear closed-toe shoes in any work area and the appropriate clothing for your task.
- Wear the provided safety equipment, such as gloves, goggles, dust masks and ear protection as needed.
- Utilize proper lifting techniques.
- Safely stack computers, printers and boxes without blocking aisles, exits or safety features.
- Wash hands thoroughly after handling computer components.
- Report any unsafe conditions to staff.
- Report any injuries to a staff member right away.

Please don't:

- Bring food or open beverage containers into the work areas.
- Block access to fire extinguishers or circuit breaker boxes.
- Run or engage in horseplay.
- Lift more than is safe for you.

Respect

Everyone must be treated with respect in order for Free Geek to be a safe and comfortable environment for all volunteers and staff. The following are not acceptable behaviors at Free Geek:

- Acts or threats of violence, including intimidation, harassment, and/or coercion.
- Sexual harassment.
- Theft.
- Attitudes, judgments, jokes and language that are discriminatory or demeaning on the basis of race, class, gender, sex, age, spoken language, nationality, culture, physical appearance, sexual orientation, or ability/disability.

Alcohol, drugs and smoking

- Any volunteer under the influence of alcohol or drugs will be asked to leave for the day. If this behavior persists, you may be asked to leave permanently.
- Volunteers are also prohibited from working under the influence of any prescription drugs that may impair the ability to work in a safe and effective manner.
- Smoking is only permitted in the designated smoking area outside.

Weapons

If you are lawfully, openly carrying an item that can be classified as a 'deadly weapon' in the state of Oregon, and its presence makes individuals at Free Geek uncomfortable, please keep in mind that you will be asked to check the item at the front desk or remove it from the premises. If you are unable to do so, you will be asked to leave for the day. If you are carrying an illegal weapon, you will be asked to leave.

Using Free Geek's public terminals

Free Geek loves to provide free Internet access to all its volunteers. Ask for a pass at the Donation Desk. Please make sure you pick up after yourself in these areas and follow the Acceptable Use Policy posted on the wall by the computer terminals.

Wearing perfume

There are many folks at Free Geek who are sensitive to scented products, such as perfumes and colognes. Please respect this by refraining from wearing such products while volunteering here. Thanks!

Parking

The street parking directly in front of Free Geek is only for very short stays and there are 2-hour parking spots in the neighborhood south of Free Geek. Parking enforcement inspects regularly, so you might need to move your car during your shift if you stay longer than 2 hours. Free Geek offers a limited number of parking passes that you can borrow from the Donor Desk by leaving a driver's license with us.

Discipline procedures

- If a policy is violated, a verbal or written warning may be issued.
- If the review and/or warning are ignored, the volunteer may be asked to leave and can no longer volunteer with Free Geek.
- Free Geek reserves the right to terminate a volunteer position at any time if necessary to ensure the mental and physical safety of volunteers and staff. This may be temporary or permanent.

Volunteer benefits

- Volunteers can earn free computers by participating in our Adoption and Build Programs.
- Active volunteers get a 20% discount in the Thrift Store. (active = 3 volunteer hours in the last 30 days)
- First Tech Credit Union membership (for more info call 1.800.637.0852)

Volunteer recognition

- Free Geek recognizes volunteers who reach specific hourly milestones each month.
- All volunteers who were active in the past year are invited to attend our annual Volunteer Appreciation Party held every summer.

How volunteers help Free Geek: Free Geek could not exist without its fabulous volunteers. Volunteers evaluate and refurbish incoming hardware, disassemble obsolete hardware, sort incoming donations, teach classes, and so much more. Thank you for your interest in volunteering with us and we appreciate your help!

(503) 232-9350
1731 SE 10th Ave.
Portland, OR 97214
(2 blocks South of Hawthorne on SE 10th Ave.)

We accept **hardware & financial donations Tuesday - Saturday 10am - 6pm**

Shop for reused items in our store **Monday - Saturday 10am - 6pm**

Shop online anytime: Ebay - <http://is.gd/fgebay> & Amazon - <http://is.gd/fgamazon>

Find us online: www.freegeek.org

www.facebook.com/freegeekmotherhood - Facebook

<https://twitter.com/FreeGeekPDX> - Twitter

<https://twitter.com/FGThriftStore> - Twitter (Thrift Store)

<http://lists.freegeek.org> - Mailing lists

Questions? Comments? Complaints? You can confidentially let us know about your concerns via our Director of Public Services or our general info email: dheiber@freegeek.org (503) 232-9350 x 111 or info@freegeek.org

Thank you for volunteering at Free Geek! YOU make the difference!