

Volunteer Policies and Procedures



Susan G. Komen for the Cure
4699 Murphy Canyon Road, 102B
San Diego, CA 92123
(858) 573-2760
www.komensandiego.org

Application Process

Once you have submitted a volunteer application, you will be added to our volunteer database. Periodically, you will receive the newsletter, and other emails, which contain volunteer opportunities and other Affiliate updates.

In addition, you will receive updates from the Volunteer Coordinator notifying you of upcoming events and opportunities. If you see a job you're interested in, contact the Volunteer Coordinator for more information to sign up.

Volunteer training

- Volunteer Orientation is usually held quarterly. Background on Susan G. Komen for the Cure and information on breast health is shared, and volunteer needs for upcoming programs and events are reviewed.
- Job descriptions are available for most positions, and can be requested at any time. They list responsibilities and expectations.
- Training for specific jobs takes place on an ongoing and as-needed basis by staff members and committee chairs.

Level of commitment

Depending of the amount of time you wish to dedicate to Susan G. Komen for the Cure, there are various levels of responsibility you can take on. One-day events include office projects, fundraisers, and health fairs. Those interested in volunteering more regularly can help in the office on an ongoing basis, do work from home or join a planning committee for one of our events or programs (this usually entails monthly meetings). For a higher level of commitment, you can take on a leadership role as a committee chair and subsequently work your way up to fill a seat on the Board of Directors. Volunteers who typically have Board experience can be nominated to fill a position on the national level, either as an Affiliate Representative to the Komen Board of Directors or a member of the Komen Volunteer Advisory Council.

Dress Code

Please make sure to dress appropriately for the event or activity that you are volunteering. At most public events volunteers should wear either a Komen or Race for the Cure t-shirt, or a plain white or black shirt. This allows you to be easily identified as a representative of the organization. Please check with the Volunteer Coordinator about proper attire before arriving at your event or activity.

Scheduling

Volunteers are typically signed up for shifts at least two-weeks in advance. Shifts usually last no more than four hours, and it is very important that you are punctual and stay for the entire shift. If you are unable to fulfill the shift you have signed up for, please try to find a Komen volunteer to take your place and notify the Volunteer Coordinator of the change. If this is not possible, contact the office at least 48 hours in advance so we have time to find a replacement.

Dispersing information

When you're representing Komen people may ask you questions about breast health and breast cancer. If you are not sure about the answer to a question, do not guess. Also, do not give out medical advice. People will assume that what you say reflects the position of the organization. If Komen has an information table at the event, refer people to the brochures that might help them or give them our office number to call for information. If these resources are not available, another reference is our toll-free breast care helpline at 1-877-GO KOMEN.

Confidentiality

Anyone who gives knowledge of confidential matters while volunteering may not take advantage of such information for personal gain, or disclose it to anyone. Information about donors and volunteers will not be disclosed to third parties without prior consent. If you are unsure as to whether information is confidential, please ask a staff member or a Board member.

Termination

Job descriptions are available for most positions to establish performance standards and responsibilities, if the goals and objectives committed to are not met, or if a volunteer is not positively representing Komen, he or she may be removed from their position. Also, termination can be caused by: any deliberate action that is extreme in nature and obviously detrimental to the Affiliate, careless action that endangers the safety of another person, theft of agency property or the property of volunteers, behavior designed to create discord, reporting for a volunteer shift under the influence of alcohol or drugs, or releasing confidential information. The Komen Affiliate can ask a volunteer at any time to leave the facility immediately.

Directions to our office:

From I-15 North freeway: Take the Clairemont Mesa Blvd exit. Turn left onto Clairemont Mesa Blvd. Turn left onto Murphy Canyon Road. Turn left into the driveway for the United Way building. Komen San Diego is located in the United Way building (4699 Murphy Canyon Road, San Diego, CA 92123). Upon entering the building, sign in with the receptionist and let him/her know why you are here.

From I-15 South freeway: Take the Clairemont Mesa Blvd exit. Turn right onto Clairemont Mesa Blvd. Turn left at Murphy Canyon Road. Turn left into the driveway for the United Way building. Komen San Diego is located in the United Way building (4699 Murphy Canyon Road, San Diego, CA 92123). Upon entering the building, sign in with the receptionist and let him/her know why you are here.