

The Policies



At Waypoint Adventure (WPA), we focus on creating a community of belonging and trust - a place where our participants feel comfortable to challenge themselves. Volunteers are representing WPA's vision and values and therefore share responsibility in fostering this environment.

Commitment

- PURPOSE: As we foster a community of learners and adventurers, consistent volunteering is essential to our mission
- POLICY:
 - Volunteers are expected to volunteer on at least one program each year as well as attend at least one Volunteer Training or Event when offered

Cancellation Policy

- PURPOSE: Last minute cancellations jeopardize the safety of WPA programs because each team is put together based on skills and experience. For this reason, repeated cancellations will be a cause for review of the Volunteer's role within Waypoint
- POLICY:
 - If a scheduling conflict arises for a volunteer, it is their responsibility to notify the Program Manager a minimum of **one week** in advance of the program
 - If a volunteer is sick on the morning of the program, they should call the cell-phone number of Trip Leader found on the registration page as soon as possible

Growth

- PURPOSE: Evaluations benefit both WPA and volunteers through constructive communication. Providing room for growth and reward creates incentive for quality, consistent volunteers
- POLICY:
 - Your first program will be considered part interview and part service
 - After first program, the Trip Leader may provide verbal and/or written feedback
 - "Program Co-Leader" is a paid Per-Diem position attained by meeting standards outlined in the Program Co-Leader job description (provided upon request). Quality, consistent volunteers can qualify for this position

Volunteer Dismissal

- WPA Volunteers are expected to carry out assigned responsibilities as outlined in Volunteer Eligibility Criteria and Expected Behavior. They should conduct themselves in a professional manner on WPA programs
- WPA Volunteers who do not carry out assigned responsibilities or conduct themselves in a manner that brings disfavor to WPA are subject to dismissal
- Behaviors and actions that may warrant dismissal include but are not limited to:
 - Non-compliance with WPA policies and procedures
 - Non-compliance with WPA safety guidelines
 - Destruction, misuse, or theft of WPA property
 - Continued cancellation or no-shows
 - Alcohol or non-prescribed drug use during a WPA program
 - Socially inappropriate behavior
 - Use of foul language
 - Failure to report minor or major accidents or incidents
 - Moving violation in WPA Van
 - Committing a careless act that results in personal injury or damage to WPA equipment
 - Negligence or other behavior that puts people or property at unnecessary risk or reflects poorly on WPA.

Check Yourself: Eligibility Criteria



In addition to the general Program Eligibility Criteria (available at waypointadventure.org or by request), you are only required to meet the eligibility criteria for the programs on which you intend to volunteer.

Backpacking

- Ability to monitor and care for your own as well as participant needs through the use of proper clothing layers, snacks, and appropriately managing activity levels
- Some previous backpacking experience including basic knowledge of packing backpacks, camp set up and maintenance, and Leave No Trace ethics
- Overall appropriate behavior and judgment to help manage a group of backpackers in a wilderness environment

Hiking and Snowshoeing

- Ability to monitor and care for your own as well as participant needs through the use of proper clothing layers, snacks, and appropriately managing activity levels
- Overall appropriate behavior and judgment to help manage a group of hikers/snowshoers in an outdoor environment

Kayaking

- Ability to fit self and a participant into a life jacket
- Ability to properly fit self and a participant into a boat
- Ability to perform and teach forward, backward and turning strokes
- Ability to turn the boat using sweep strokes and paddle/track the boat in a straight line
- Demonstrate over all control and comfort in a boat
- Ability to “capsize” and talk a participant through a “capsize”
- Appropriate knowledge and use of WPA on-the-water communication using paddle and whistle signals.
- Overall appropriate behavior and judgment to help manage a group of paddlers on the water

Rock Climbing and Ropes Courses

- Ability to properly fit self and participant into a harness and helmet
- Ability to competently belay
- Overall appropriate behavior and judgment to help manage a group of climbers at an indoor or outdoor rock site or high ropes course

Cross-Country Skiing

- Comfortable using cross-country skis, snowshoes, and/or micro-spikes
- Ability to assist participant into/use cross-country skis, snowshoes, kick-sled, and cross-country ski sled
- Ability to monitor and care for your own as well as participant needs through the use of proper clothing layers, snacks, and appropriately managing activity levels

Cycling

- Ability to properly fit self and participant into a helmet
- Ability to assist and talk through getting a participant onto a tandem bike
- Ability to comfortably operate a tandem bike with a participant and/or learn how to
- Understand basic bike navigation, bike mechanics, and bike signaling

General Criteria

- Volunteers must be age 16 or older
- All volunteers are subject to a background check and will have a CORI (Criminal Offender Record Information) approved before they are eligible to volunteer
- Interpersonal skills to engage and encourage participants
- Ability to communicate value, worth, and a sense of belonging to participants
- Ability to assist trip leaders with group management during each program
- Ability/comfortable assisting with transfers

Expected Behavior

1. Please respect the authority and decision-making of the WPA Trip Leader or Co-leader
2. No swearing or use of offensive language
3. No tobacco use or alcohol consumption during a program.
4. No use of cell-phones permitted during active program time. Exceptions made, of course, to emergencies
5. Remain within visual contact of group when working one-on-one with a participant at all times
6. Avoid influencing the group during a problem-solving activity to help them "solve it"
7. Please respect Waypoint's "Leave No Trace" policy. On all our programs, we try our best not to add or subtract anything from nature
8. Volunteers are mandated reporters. Volunteers told of abuse situations by participants or who suspect abuse situations are required to report this information to a WPA staff member. The WPA Director will then report this information to the appropriate authorities
9. Volunteers must not engage in sexual relations with participants
10. Volunteers should refrain from personal romantic interaction while on programs
11. It is the responsibility of Volunteers to inform WPA staff if given a task/instruction they do not feel comfortable performing or do not feel they have been adequately trained in
12. Please dress appropriately. Refer to registration page prior to each program for specific program-type preparation requirements. Requirements below apply to *all* WPA programs
 - No short skirts/shorts or bikinis
 - No low-cut shirts or spaghetti strap tank tops
 - Present with good personal hygiene
 - Please wear a Waypoint T-Shirt if you have one. (Waypoint T-Shirts to be given out at Volunteer Training sessions or per request)

By registering as a WPA Volunteer, I declare that I have read, understand, and agree with all parts of the Volunteer Agreement and will strive to fulfill all parts therein.