



Volunteer Handbook



Updated March 2021

El Sistema Colorado provides free music education to underserved youth in Denver. We operate at the King Trimble Community Center located in North Denver at 2980 Curtis St. Denver, CO 80205. We teach all ages ECE-12, and serve most students in our after-school program. We've been in the community since 2012, and started with school-based programs at three Title I partner schools: Garden Place Academy, Swansea Elementary, and Bruce Randolph School. We are a part of a network of El Sistema-inspired programs all over the globe that use ensemble music as a tool for social change with underserved youth. The first El Sistema program was started over 40 years ago in Venezuela by José Antonio Abreu.

We are so glad to have you volunteer with us! We hope that this handbook provides a basic understanding of our organization and our expectations for volunteers.



Our Mission

ESC harnesses the joy of music and ignites the potential in our future leaders through an immersive youth music education program that transcends socioeconomic barriers.

What do our programs look like?

Our programs consist of in-school and after-school music education classes for ECE-12 students on string instruments. Students are divided into ensembles based on experience, proficiency level, and age:

ECE: Classes for neighborhood preschools and daycares offered during the school day

Prelude: Our youngest beginning students (kinder-2nd grade), who learn on paper violins before graduating to a real violin

Explorers: Beginning orchestra for students after Prelude.

Jumpstart: Older beginners (3rd-12th grade)

Crescendo: Intermediate level musicians (upper elementary and middle school)

Cadenza: Advanced musicians (middle and high school)

Chamber Groups: Small, auditioned, student-led trios and quartets

What sort of things do our volunteers do?

- **Classroom Aides** - If you are musically inclined, you are best suited to support the afterschool program by helping tune instruments, set-up chairs and stands, and facilitate activities, and work alongside our Teaching Artists. We also need volunteers in the afterschool program to help with check-in, check-out, snacks, supervision, and cleaning.
- **Event Volunteers** - When we have special events, we often need volunteers to help set-up and tear down event materials before and after the event.
- **General Help** - During the school year we often have projects that we need extra hands for such as assembling paper violins, weeding our exterior, organizing our music library, helping with mailings, etc.



Guidelines and Expectations for Volunteers

- All volunteers at El Sistema Colorado are considered **mandated reporters**. This means all volunteers are obligated by law to report known or suspected incidents of child abuse and/or neglect. If you have any concerns, bring them to the attention of the Site Coordinator immediately.
- When in the building be sure to wear an El Sistema volunteer badge at all times so that any student, staff, or parent may easily and quickly identify you.
- We ask volunteers to arrive punctually five minutes prior to the start of that day's service.
- We ask that at the end of each semester in which you volunteer, you will take time to fill out our Volunteer Reflection Form so we can hear about your experience.
- We ask that you track your volunteer hours by signing in and out at the clipboard near the front entrance. This helps us properly acknowledge our volunteers as well as measure our community engagement!
- Dress code should be school-appropriate.

Your main point person is ESC's Site Coordinator.

They will get to know you and work to find a volunteer role that is a good fit for your interest, skills, and availability and fills a need of the organization.

Don't hesitate to reach out with any questions, comments, or feedback! We want to ensure you have a positive and meaningful experience as you help us achieve our mission.



Covid Guidelines

In addition to standard Covid 19 precautions such as hand washing and mask wearing, we will be ensuring safety measures such as: closing water fountains, opening windows when possible, taking temperature upon entrance, and providing all students, staff with PPE.

Volunteers are required to wear masks and maintain social distancing at all times while in the building.

In addition to the above precautions, we will be implementing a building flow system based off of the following diagram. Depending on when you are volunteering, you may be asked to enter at either the front or the back of the building to accommodate students arriving and departing.





Volunteer Handbook

I have carefully read the Volunteer Handbook and agree to the contents therein. If I have any questions, I will discuss them with the Site Coordinator.

Volunteer

Signature: _____
Date: _____

Abuse Prevention

El Sistema Colorado takes abuse prevention very seriously.

All Volunteers MUST [CLICK ON THIS LINK BEFORE CONTINUING](#) AND WATCH THE 8 MINUTE VIDEO that gives an overview of our abuse prevention policies.

I have watched the full abuse prevention video and agree to the policies therein. If I have any questions, I will discuss them with the Site Coordinator.

Volunteer

Signature: _____
Date: _____



VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

I agree to work for El Sistema Colorado, a project of the Colorado Nonprofit Development Center, as a volunteer at the Music Center.

1. I have reviewed and agree to follow all processes and procedures outlined in the El Sistema Colorado Staff Expectations Handbook. I understand that all program and student information is confidential. I understand my duty to report sexual harassment as well as my duty as a mandatory reporter to report any concerns about child abuse or neglect. Failure to comply may result in termination of volunteer service.
2. As a volunteer, I understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I am aware that participation as a volunteer may require periods of physical activity, such as standing and lifting, and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for El Sistema Colorado I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue El Sistema Colorado or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of El Sistema Colorado as a result of my volunteering. I hereby release and discharge El Sistema Colorado and its officers, employees, agents and contractors from all actions, claims, or demands that I, my heirs, guardians, and legal representatives now have, or may have in the future, for injury or damage resulting from my participation in the project.
5. I understand that if I am injured in the course of the project, I am not covered by El Sistema Colorado's worker's compensation program. I authorize El Sistema Colorado to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness or injury.
6. I understand that the materials and tools provided by El Sistema Colorado are and remain the property of El Sistema Colorado, and I agree to return these tools and any remaining materials to El Sistema Colorado at the end of my volunteer service.
7. I will complete a short written reflection each semester (or at the conclusion of service) and submit it to the Volunteer Coordinator.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

VOLUNTEER Signature: _____ **Date:** _____



Waiver Form for Volunteers

In consideration for being accepted as a volunteer run by the organization identified above (Organization), I agree in all respects to the following:

General Liability

I am hereby assuming and accepting, any and all risk of injury, illness, disability or death and the theft, loss or damage to property that may be associated with my participation. I agree and promise not to sue and forever release, waive and discharge Colorado Nonprofit Development Center dba El Sistema Colorado, the Denver After School Alliance, and the City and County of Denver from any and all legal liability to me, my executors, heirs, beneficiaries, guardians and subrogees, for any and all claims, causes of action, judgements, liens, costs or expenses of any nature whatsoever (collectively, Claims) that arise from or are in any way connected with any injury or illness or any theft, loss or damage to property, directly or indirectly, related to or associated with my participation. I further agree, jointly and severally, to defend, indemnify and hold harmless the Organization, Denver After School Alliance, and the City and County of Denver from and against any and all Claims that arise from or are associated with any injury or illness or any theft, loss or damage to property caused by my deliberate actions or by my negligence.

Health & Medical Emergency Authorization

I hereby warrant that, to the best of my knowledge, I am in good health, and I assume all responsibility for my health. I understand that the organization's activities and services may have an element of hazard and inherent danger and I take full responsibility for the actions and physical condition of myself participating in such activities. I agree to hold harmless for any injury arising from participation in the program and its activities or in connection with any illness, injury or cost of medical treatment in connection therewith. I understand the organization is not responsible for my health conditions. I understand the Colorado Nonprofit Development Center dba El Sistema Colorado (the Organization) is not responsible for knowledge of medical conditions or allergies. I understand it is my responsibility to monitor my own meals and snacks. In the event of serious illness or injury, I hereby give permission for the Organization's staff to secure medical and/or surgical treatment and/or transportation, and I will accept all expenses of such care.

Media Release

I understand that photos, audio and/or video may be taken while I am participating in program activities. I authorize the Organization and its partners to use and reproduce any and all photographs, audio and/or video which may be taken in connection with program activities for any purpose whatsoever (including print materials, audio, video and internet) without compensation. I understand that all negatives and positives together with prints and video footage shall constitute the Organization's property, solely and completely.

Volunteer

Signature: _____
Date: _____



Sexual Harassment Policy

El Sistema prohibits employee / volunteer discrimination of any kind, including sexual harassment by employees, volunteers, and other colleagues.

Sexual Harassment is defined as any harassment based on a person's sex, such as unwelcome sexual and / or romantic advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, including offensive remarks about a person's gender. Both males and females can be victims of sexual harassment.

Prohibited behavior includes any behavior that creates an offensive work environment (Hostile Environment) or that results in an adverse employment decision such as the victim being fired or demoted (Quid pro Quo).

Some examples include:

- A staff member / volunteer reporting that her co-worker suggestively brushed up against her while she was working
- Staff members / volunteers objecting to a non-binary person using their shared restroom/locker area
- A volunteer asking out a parent, a staff member, or another volunteer; or making a romantic or sexual advance

Individuals violating this policy will be subject to discipline, up to and including termination.

Volunteers, regardless of their gender, are required to report suspected sexual harassment directly to the Volunteer Coordinator, or any other EL Sistema Staff Member via phone call or email.

Complaints of harassment will be documented and investigated as soon as possible and a resolution provided to the victim in writing within 60 days. Insofar as possible, complaints will be maintained as confidential to prevent retaliation while the complaint is being researched and/or resolved.

In addition, El Sistema prohibits retaliation of any kind against an individual claiming harassment.

I have read, understood, and agree to abide by this policy.

Volunteer Signature: _____ **Date:** _____

Colorado Nonprofit Development Center, dba El Sistema Colorado In-Person Music Lessons during COVID 19 Pandemic Authorization & Waiver

I am aware that attending in-person music lessons during the COVID 19 pandemic has certain inherent risks and may cause injury to participants, including but not limited to contracting COVID 19 which is highly contagious and can cause a variety of dangerous health complications including, but not limited to respiratory distress, lung injury, fever, coughing, blood clots, stroke, long-term illness, and death. However, I/my child want(s) to participate in Colorado Nonprofit Development Center dba El Sistema Colorado sponsored in-person music lessons and I give my unqualified consent to participate/have my child participate in the in person music lessons, subject only to any specific limitations noted below. I/My child have/has the necessary skills and am/is able to participate in all reasonably anticipated aspects of the in-person music lessons except as noted below. The nature of the in-person music lessons has already been fully disclosed to me, and any brochure, flyer or announcement relating to the in-person music lessons is expressly made a part of this Authorization & Waiver.

In order to keep other participants safe, I will screen myself for any symptoms of illness each day prior to arriving at in-person music lessons. I will not attend in-person music lessons if I have any symptoms of illness including, but not limited to:

- A temperature over 100 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of taste or smell

I will not come to the Music Center if:

- I or anyone in my household has tested positive for COVID-19 in the last 30 days
- I have been medically directed to self-quarantine due to possible exposure to COVID-19
- Someone in my household has traveled outside the country in the last two weeks
- I or anyone in my household, has been exposed to someone who has been diagnosed with COVID-19 in the last 14 days

I hereby indemnify, release, hold harmless and forever discharge El Sistema CO and its agents, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my/my child's participation in any in-person music lessons conducted by, on the premises of, or for the benefit of, El Sistema CO; provided, that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

This Authorization & Waiver is binding upon me, my heirs, executors, legal representatives, successors and assigns. The provisions of this Authorization & Waiver will continue in full force and effect even after the termination of the in-person music lessons conducted by, on the premises of, or for the benefit of, El Sistema Colorado, whether by agreement, by operation of law, or otherwise. This Authorization & Waiver is governed by the laws of the State of Colorado and is intended to be as broad and inclusive as is permitted by that law. If any provision of this Authorization & Waiver is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions will continue to be fully effective.

This Authorization & Waiver contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this Authorization & Waiver. The provisions of this Authorization & Waiver may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties. Any claim or controversy that arises out of or relates to this Authorization & Waiver or the alleged breach of it, and which cannot be settled by the parties, will be settled by submission to the chapter of the American Arbitration Association or similar group nearest to El Sistema Colorado in accordance with its current rules and procedures.

I understand the terms of this Authorization & Waiver and I have willingly signed it as my own free act.

Volunteer

Signature: _____

_____ **Date:** _____