



CENTRAL VALLEY

JUSTICE
COALITION

Volunteer Handbook

Welcome!

Thank you for your interest in volunteering with the Justice Coalition. We are so grateful to be able to serve with you!

Dear Justice Coalition volunteer,

From the bottom of my heart, I want to thank you for your willingness to volunteer with our organization! We are a small team that has been able to make an outsized impact thanks to the women and men who give their time to preventing human trafficking in Central California and beyond. Volunteers are the lifeblood of our work. You, along with many others, make it possible for us to reach thousands of people with the good news that there is freedom from slavery and other forms of exploitation!

As you progress with serving in our community, our prayer for you is that you will be encouraged to see the changes that result from a committed team of people working together. We are proud that our volunteer team is diverse. You come from all age groups, life experiences, ethnic backgrounds and faith journeys. Our strength comes from uniting together around a common goal: Preventing Human Trafficking before it can take root in the lives of potential victims. This includes working toward systemic change, spreading awareness of the dangers of exploitation to the general public and working with elected and appointed government officials to share our goals and concerns. We also emphasize that prayer, for us, is key to seeing people set free in our community.

We are delighted that you have chosen to serve along with us. May God bless you and strengthen you as we fight for freedom together!

Ryan Townsend, Executive Director, Central Valley Justice Coalition

Who We Are

Central Valley Justice Coalition is a faith-based community benefit organization made up of passionate individuals who are *responding* to an urgent need to prevent human trafficking in California's Central Valley.

Our mission is to prevent human trafficking through partnership, education and outreach.

Justice Coalition's Core Values

Faith: Our work is an overflow of our faith, which informs everything we do.

Equality: Inspired by God's call to love and to seek justice for the oppressed, we serve all people without regard to religion, race, or any other factor.

Accountability: We are prepared to account for both our finances and activities as an organization, to accept responsibility for them, and to disclose results in a transparent manner.

Teamwork: We value a unified, team based approach to making decisions, accomplishing our mission, and navigating the complex issues of preventing human trafficking.

Holistic Change: We believe that the only way to bring about lasting change is with a holistic approach. We view each individual we work with as a whole person with many and varied needs and abilities. We aim to affect change in our culture, in our communities, and in ourselves

Why Volunteer?

Volunteers are necessary and extremely helpful for a healthy community. People from all walks of life donate their time and effort to preventing human trafficking, day and night, every day of the year. We have volunteers from a variety of backgrounds, professions, ages, and experience levels. YOU are needed!

The more connected to a community people feel, the more likely they are to take responsibility for the community and feel pride and a sense of commitment. Mobilizing community resources and expanding capacity through volunteers also enhance an organization's general profile, which can attract more volunteers, program participants, and funds.

Other benefits of volunteering include the following:

- A) An increased ability to serve clients and respond to the needs of the community (e.g., increased services, expanded hours of operation)
- B) Greater staff diversity (e.g., age, race, social background, income, education)
- C) Increased skill set
- D) Expanded community support.

We Ask That Our Volunteers Are:

- **Educated** about human trafficking, understanding the basics of the issue and how it affects others
- **Aware** of the policies and procedures of CVJC
- **Responsible** for the commitment of volunteering.
- **Respectful** of all confidential information of which they might become aware.
- **Patient** in their dealings with others.
- **Cooperative** and willing to respect individual differences in each person.

Who Can Volunteer?

Those who are aligned with the mission of the Justice Coalition (CVJC), respect our Core Values, and complete our volunteer process.

Volunteer Roles

In order to better explain our current needs, we have created a list of top practical ways to serve the Justice Co. There may be additional specific ways that you can get involved, depending on your personal interests, gifts and skills. So please ask or offer if you have something else in mind!

Graphic Design: Do you have experience and skills in this area to help us with awareness materials and/or resources? We would love to partner with you in creating "the look" to help promote freedom in our Central Valley!

Special Events: We need volunteers on special occasions for a variety of duties to help make that event happen. Everything from passing out flyers to selling merchandise at our resource table.

Data Entry/Administration: We need detail oriented individuals. Do you like entering in contact details, organizing files, making phone calls, providing office and/or program support? We need people to commit on a regular basis or for a short term project.

Fundraising: We need people who are passionate about raising awareness and funds to serve the vision and mission of CVJC. Join our Events Team to help plan our next event, or plan something of your own!

Prevention Educators: We need public speakers to connect with at-risk youth, facilitate info tables at events, present a basic understanding of human trafficking/ share CVJC'S mission-vision-resources to the community.

Outreach Team: We need individuals to reach out to the public and raise awareness of human trafficking and give them resources they can use. We need a leader in this area!

Freedom Churches: Would you like to be a representative for your church? Volunteer your time by engaging your church in God's heart for justice.

Don't see what you're looking for?: Great! The Justice Coalition is always looking for new ways to serve. If you have a special skill or gift/talent you'd like to offer, please let us know! We can use YOUR help!

Important Guidelines and Procedures

Although the job is voluntary, your commitment to professionalism is very important.

1. Dress appropriately for the occasion while serving in any capacity. For special events business casual is preferred. Justice Co shirts are always great, otherwise! Please ask us if you have any questions about attire.
2. Wear comfortable and secure footwear. Again, for special events comfortable heels or flats are a good option.
3. Respect and maintain confidentiality of all information regarding clients. Any information you hear or learn about clients is strictly confidential in all circumstances.
4. Take your directions from the staff/ leader, working as a team. Your feedback is always important to us, so please do speak up at appropriate times (after events, at designated debriefing meetings, one on one, etc).
5. Be punctual and reliable. Please notify the proper Justice Co staff member ASAP if you cannot show up or follow through with a task. (example: Technology and Trafficking Class, let Christa know.) **We rely on our volunteers!**
6. A volunteer speaks constructively of all team members, never indulging in gossip. Legitimate concerns should be reported to our Director.
7. We ask our volunteers to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, all ethnic/racial and religious groups.
8. We ask our volunteers to refrain from any comments that can be construed as racist, sexist, bigoted, being disrespectful of cultural and religious differences.
9. A volunteer will not exchange home directory information with any clients or program participants, or any minors, without administrative approval and only as required as part of the volunteer's role with the Justice Coalition. This would include home address, email address, phone number, or other directory information, including social media.
10. Volunteers will not transport clients without the written permission of the Justice Coalition.
11. Agree not to promote individual political or religious beliefs when volunteering for Justice Co.
12. Commit to ongoing volunteer development at least twice per year.



Board/Staff/ Volunteer Confidentiality Agreement

I agree to hold all Central Valley Justice Coalition information confidential. This includes verbal information shared in meetings, as well as written communication and anything shared by class/program participants. If there is any question of what information is appropriate to share, I will consult with my supervisor or the Directors of the Central Valley Justice Coalition prior to sharing.

I will not use the information that belongs to the Justice Coalition for personal use, or in any inappropriate way. Any emails sent or responded to will be approved by Justice Coalition staff until/unless permission is granted. All social media correspondence in regards to the Justice Co. on behalf of the Justice Co. will be approved by the supervising director and adhere to these same standards.

Print Name: _____

Signature: _____

Date: _____

Ryan Townsend, Executive Director
Dan Carter, Associate Director

Resources

IF YOU OR SOMEONE YOU KNOW IS:

- not getting paid for their labor
- not free to change employers
- being controlled by someone else
- being forced to do something they don't want to do
- has been cheated into payment of debt upon arrival

You, he, or she may be a victim of human trafficking and eligible for free assistance.

**Call the National Human Trafficking Hotline at 888.373.7888 for more information.
Or, text INFO or HELP to BEFREE (233733)**

**Contact us at 559.725.1865 for support, resources, and consultation. You can also
contact the Fresno Police Tip Line at 559. 621.5950.**

Staff

Ryan Townsend, *Executive Director*
Dan Carter, *Associate Director*
Christa Wiens, *Education Coordinator*
Arien Garcia, *Program Manager*
Marissa Garcia, *Victim & Survivor Advocate*

Board of Directors

Yvonne Romero
Rev. Lauran Bethell

Officers

Ivy Huff, *President*
Trevor Barbeau, *Treasurer*
Avery Culbertson, *Secretary*

Contact Us

Email: info@justiceco.org

Office: (559)227-8001

Call/Text Resource Line: (559)725-1865

Office Address: 1940 N. Fresno Street, Fresno, CA 93703 (*Second floor of F.I.R.M. building, no elevator*)

Office Hours: Monday, Tuesday, Wednesday, and Thursday 9:00 AM - 3:00 PM

Mailing Address: P.O. Box 6099, Fresno, CA 93703

<https://justiceco.org/>

<https://www.facebook.com/JusticeCoOrg/>

<https://www.instagram.com/justicecoalition/>