



# Urban Native Education Alliance

Thriving through education, culture, and tradition

## VOLUNTEER HANDBOOK



*"I get tutoring/homework help and support from Native professionals. It's an awesome experience!"*

*- Anita (Puyallup)*

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# UNEA VOLUNTEER HANDBOOK



## Welcome to UNEA

Dear Volunteer,

On behalf of the Urban Native Education Alliance Board of Directors, I want to thank-you for your interest in and support of our flagship program- *Clear Sky Native Youth Council*, and *Native Warrior Athletics*.

UNEA's outstanding, unique, volunteer, and youth-centered organization serves as an important resource for our urban Native learners, families and community. Volunteers are true partners in building the success of UNEA and our youth programs.

Thank-you in advance for your help with increasing the quality, effectiveness, and reach of our programs. I look forward to working with you as we unite to serve our Native children and young adults.

Respectfully,

Sarah Sense-Wilson (Oglala)  
**UNEA Board Chair**

**Treasurer-** Gwen Lee (Chinese)  
**Secretary-** Michelle Landwehr  
**Member At Large-** Marcus Shriver (Chicanx)



*"I'm grateful for Clear Sky, It's a safe place for Native kids."*

- *Sadie (Lakota)*

**UNEA Core Values**  
Interconnectedness  
Service  
Inclusivity  
Integrity

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# UNEA VOLUNTEER HANDBOOK

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## 1. OVERVIEW OF UNEA

### About UNEA

Welcome to our organization and thank you for volunteering for UNEA. Your involvement can make a difference between a Native youth staying in school, achieving their potential, standing proud whatever path they follow and cherishing their heritage with every step.

### Background

The Urban Native Education Alliance as it is now known was formed in 2008. A group of parents, youth, community members, and allies in the Seattle area started meeting to discuss how to galvanize grassroots action to address the many educational disparities that Native students face in the Seattle Public School system.

They were concerned about high dropout rates, institutional racism, educational achievement gap, and the lack of alternative healthy activities for Native American youth. At the same time, Native students, frustrated by the lack of services in the area, had formed their own group. As UNEA and Clear Sky began merging, the Alliance began to form.

By the fall of 2009, the Indian Heritage Middle College program was on the Seattle Public Schools short list for shutting down and this was a serious crisis as this educational program provided an alternative educational environment for a number of Native American students. This helped coalesce UNEA efforts, and they began to offer services to deal with this educational dilemma.

### Mission

“Engage all generations to serve and empower Native youth through education, culture and traditions”.

### Vision

Establish an American Indian Cultural Learning Center k-12 Educational Institution which supports Academic, Cultural, Socio-Economic Success for all Native learners. Effectively eliminating achievement gap, and reducing all educational disparities experienced by Native Learners.

### Goals

1. Improve the quality of all our programming, activities and events, expand the reach of our programs to support all Native youth in Seattle region.
2. Authentically engage and respond to our intertribal community needs.
3. Our goal is to affirm universal traditional tribal values through activities that help Native youth become empowered and informed citizens.



## 2. UNEA PROGRAMS

### About Our Programs

The goal of all UNEA is to promote healthy identity development of Native youth, while affirming universal, traditional, tribal values. We do this through holistic programming. We offer socio-cultural, academic, and educational activities that serve and support the entire community.

We also provide consultation, advocacy, support, and resources to Seattle Public Schools for Native families. We are inspired by the accomplishments of our participants-100% of Native students who regularly attend UNEA graduate or advance in school.



### Seattle Clear Sky Native Youth Council, (SCSNYC)

SCSNYC strengthens community while empowering Native youth to make positive choices, and serve as role models in our community.

*Clear Sky* meets Tuesday and Thursdays, from 6:00-8:30 pm. A partial list of activities includes:

- **Academic support-** via weekly tutoring and mentoring with college students
- **College readiness-** life skills & access to higher education resources
- **Leadership opportunities-** public speaking , circle discussions, fund-raisers, community organizing, social justice rallies, activism, advocacy training and public testimony
- **Education/Awareness-** on alcohol, drugs, problem gambling, cancer and diabetes
- **Native arts-** traditional drumming, singing, storytelling, talking circles, tribal language circle, journaling, writing, spoken word and expression, mural making and creative art projects

### Native Warrior Athletics Program, (NWA)

NWA features youth sports, fitness classes, workshops, basketball training and team events The Basketball program offers league, scrimmages, practices, tournaments, and special training sessions.



UNEA values partnerships. NWA regularly invites guest speakers from outside of the Native community to share their expertise. Examples include: hosting guest coaches to help students improve individual skills, and workshops on nutrition, health/wellness.

### UNEA Special Events

Additional UNEA activities include: Native Youth Leadership Forum, Clear Sky NDN Youth Conference, Native Scholars on the Rise– Mentorship Day at the University of Washington, and the Rites of Passage Graduation Ceremony.



### 3. VOLUNTEER INFORMATION

#### Training Requirements

Please familiarize yourself with this Handbook. If you have any questions, ask staff or UNEA Board members.

We are here to help you stay informed about what is going on with UNEA and our youth programs; Clear Sky and N.W.A. Volunteers must submit the following documentation before working with youth:

- Completed UNEA Volunteer form
- Copy of I.D., (driver's license or state I.D. )

#### Expectations and Attendance

Our youth take your commitment seriously. Your regular attendance and participation is crucial to everyone's success. If you're unable to attend or complete assignments, please let us know, preferably 24 hours in advance.

#### Communications

Please contact the UNEA Board of Directors if you have any questions, concerns, or issues. Call 206.941.0338 to leave a message, email [markseattl3@aol.com](mailto:markseattl3@aol.com) or text: 206.941.0338. We try to respond quickly for timely resolution of any issues, concerns or problems, but please understand that UNEA is a 100% volunteer organization. We rely on all our volunteers to work together to support the growth, expansion and quality of the organization.

UNEA has open to the public, monthly Board meetings. You're invited to attend, participate and add items to the agenda.

UNEA programs operate in alignment with SPS school schedules. Therefore, we do not operate during holidays and SPS-sanctioned breaks, (spring, summer, winter, and mid-winter breaks).

If you experience problems with facilities please contact us ASAP (206) 941-0338.



***"N.W.A. is challenging and fun at the same time, Native coaches and players makes it unique experience"***

***- Thomas (Lummi)***



## 4. PROGRAM POLICIES & PROCEDURES

### Risk Management

#### I. Safe Environment

UNEA strives to provide safe and healthy learning environments for youth. To do this, it is essential to employ risk management techniques that will reduce or mitigate as much risk as possible.

This guide utilizes the ACT model of risk management:

- **Avoid:** avoid risky behavior, cease risky action.
- **Control:** prevent or reduce the severity and or frequency of adverse incidents.
- **Transfer:** utilize insurance, contracts, and waivers to transfer risk to another party whenever possible.

The risk of accidents or abuse is drastically reduced by following these guidelines and requirements.

#### A. UNEA Policies and Procedures for Working with Youth

1. Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on - site must receive a background check.
2. Employees and volunteers who meet the above criteria and work with youth on an ongoing basis are required to have a new criminal history check every year.
3. The recommended supervision ratio for on - site programs is one staff or volunteer for every ten youth (1:10). The recommended supervision ratio for overnight or off - site events is one staff or volunteer for every eight youth (1:8). NOTE: these ratios may change for specific activities.
4. UNEA Board, staff, and volunteers should avoid situations where they are alone with one, unrelated youth unless there is prior parent/guardian permission.
5. Youth should be within visual and/or hearing supervision of volunteers or staff at all times. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances, staff or volunteers should respect youth privacy, but remain within hearing supervision by waiting nearby.
6. UNEA Board, staff and volunteers charged with supervising a group of youth will remain in sight and sound supervision of that group until relieved by another faculty, staff or volunteer.
7. Youth should not be in situations where they are alone with another unrelated youth for more than a few minutes. For example, avoiding prolonged periods in bathrooms or changing rooms reduces the risk of youth - youth abuse.
8. Avoid placing youth of widely differing ages in the same group. If this is not possible, closely supervise the group for appropriate interactions. Exceptions may be allowed for certain circumstances.
9. UNEA Board, staff, or volunteers who do not follow these stated policies are not allowed to work with youth.



## PROGRAM POLICIES & PROCEDURES

### **B. Additional UNEA Policies for Volunteers Working with Youth**

1. Volunteers serving youth programs are required to complete one form annually. A “Conditions of Volunteer Service” identifies the educational mission and UNEA supervision as it relates to each volunteer. A criminal record does not necessarily excuse you and the situation will be reviewed by the BOD.
2. Role descriptions communicate the duties and expectations of volunteers. Every volunteer should have a role description for each different role he/she holds in the organization, i.e., mentors or tutors.
3. Volunteers may be asked to leave for the day, a longer period, or permanently at the discretion of the program coordinator or his/her designee. A UNEA Incident Report must be completed and submitted to the supervisor. Dismissals shall be reviewed in consultation with the UNEA Administrative Assistant and Volunteer Board of Directors and documentation will be maintained.

### **C. Social Environment to Protect Youth**

1. Parents and other responsible adults are invited to volunteer with UNEA programs. Safety is everyone’s shared responsibility.
2. Learning occurs in open places where others may observe (through windows in doors) and feel welcome to enter easily (not behind closed or locked doors). Create an open, welcoming environment.
3. Two or more adults are engaged with youth. There is safety in numbers.
4. The physical and emotional state of all youth is observed each time they participate. Signs of injury or suspected child abuse must be reported.
5. Lodging assignments are made so that no single adult is housed with a single, unrelated minor. There is safety in numbers. Safety is always the guiding principle.
6. The need for privacy is respected at all times, and specifically when youth are changing clothes or bathing. The appropriate adult action is to turn your back, provide a visual barrier (e.g., hold up a towel) or step out of the room (but remain within hearing supervision).
7. Personal space is respected for all participants. Appropriate touching is always visible, open, and not secretive. Appropriate touching avoids contact with private body parts. Touching should be in response to the need of the child - not the needs of the adult.
8. A buddy system is implemented to protect everyone. Youth should have a buddy when they are not with a larger group. However, avoid prolonged periods where youth are alone without adult supervision.
9. Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water, or shelter. Nor should punishments single out an individual for group ridicule.





## PROGRAM POLICIES & PROCEDURES

10. Bullying, hazing, or secret initiations are never allowed.
11. Youth are protected from inappropriate adult conversations and topics, including but not limited to adult - oriented jokes or discussion of sexual interactions.

### D. Media Policy

1. Inappropriate use of cameras, imaging, cell phones, or digital devices is prohibited.
2. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.
3. Participants must sign a media release form before pictures or videos can be used for reports, advertising or promotional materials.

## II. UNEA EMPLOYEES AND VOLUNTEERS TO WORK WITH YOUTH

UNEA staff, contractors, and volunteers interested in working with youth, with or without direct supervision, must complete the following:

1. Potential volunteer completes and submits an application.
2. The volunteer applicant authorizes UNEA to conduct a background check.
3. Program staff provides program orientation for volunteer or employee role, reinforcing applicant's personal commitment and ability for this role.

As an optional step, program staff may choose to conduct an interview with potential volunteers. This allows professional judgment regarding applicant's intentions and motivation for working with youth.

## III. ORIENTATION FOR LONG-TERM VOLUNTEERS

A consistent orientation for all staff and volunteers, prepares them to make appropriate decisions and take appropriate actions in their role with UNEA youth programs. Whether the program is on a school campus or off school grounds, all volunteers and staff who work with youth must have adequate training to perform their duties.

- Outline orientation and training session
- Policies and procedures
- Overview of policies and procedures for working with youth
- Discussion about social environment to prevent child abuse
- Appropriate boundaries between youth and adults
- Safety procedures to implement during program/event
- Ratio of supervising adults to youth
- Lodging arrangements
- Check - in and check - out procedures



## PROGRAM POLICIES & PROCEDURES

- When and how to report suspected child abuse
- Signs of abuse
- Protocol for reporting suspected abuse
- Individual is protected when report is done in good faith
- Practice skills through scenarios, *“When a Youth Discloses...”*

### IV. Monitoring

The following records should be kept for at least two (2) years after the youth program or event:

1. Volunteer and staff contact information and whether they received a background check.
2. Documentation of volunteer and staff training. Training agenda and volunteer - signed code of conduct are best.
3. Accident and incident log for the program or event. It is a good practice to record minor accidents even if a formal accident report is not filed with the UNEA administrative assistant or Board of Directors.

### V. Responding to Suspected Child Abuse

- In case of suspected child abuse, notify the coordinator or Board member.
- In cases of imminent threat, report directly to the appropriate agency.

When responding to a youth who discloses possible sexual abuse or maltreatment a report must be filed.

### Definitions

**Child and Youth** - in this document the terms “child” and “youth” are used interchangeably and are defined broadly to include minors under the age of 18.

**Child Abuse-** any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm to the child’s welfare. Report and document to administrative assistant and report and document to UNEA Board.

**Child Sexual Abuse-** involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact accomplished by force or threat of force, regardless of the age



## PROGRAM POLICIES & PROCEDURES

### **Definitions, continued**

of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.”

### **VI. UNEA Volunteers and Motor Vehicles**

#### **A. Liability**

If a volunteer uses a personally owned vehicle in the course of their duties, they are required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle.

All students must provide written permission from their parent or legal guardian before they can ride in a volunteer’s vehicle.

*Approved 10-2-2015. Adapted from Oregon State University Policies and Procedures.*



*"I've become more knowledgeable about my culture and traditions"*

*- Logan (Ojibwa)*



## PROGRAM POLICIES & PROCEDURES

### VII. Conflict Resolution: Wolakota Kaga

UNEA is fully committed to the principles of “Wolakota Kaga” and will implement and formally apply peacemaking policy and practices as an approach to resolving problems, conflicts, and issues as they arise and with a spirit of good intentions and love for our youth, families, and community, as resolved by members of the Clear Sky Youth Leadership Council.

UNEA values our traditional forms of healing and restoring balance for centering our relationships as core values as a grassroots organization and practicing healthy traditional methods, as healing is an utmost priority for our community.

### VIII. Grievance Policy

If a volunteer has a grievance or a dispute that they are unable to satisfactorily resolve, they are to report the grievance to the UNEA board chair or designee. UNEA maintains a process where UNEA receives, reviews, and resolves all formal complaint, dispute, and grievance matters for UNEA Board of Directors and Officers, volunteers, or staff.

- All unresolved resolutions, proceedings, and materials related to a grievance are to remain private and confidential
- The designated authority will receive and consider all information appearing to be relevant to the grievance matter, including any information which may be helpful to a complete understanding of the issues involved.
- Failure to cooperate in the grievance procedure may result in the imposition of corrective actions or sanctions by UNEA. Similarly, any party who submits false or misleading information to UNEA with respect to the matter may be subject to appropriate correction action or sanction.
- The resolution officer shall inform involved parties and conduct a review. Review may result in dismissal of complaint, mediation, or resolution hearing.

For policy questions, contact UNEA Chair at (206) 941-0338. Our tax number is: 27-4272577.



***UNEA Code of Conduct & Expectations***

Students attending Clear Sky/NWA agree to:

***Respect yourself***

- Learn and follow Sign-in rules
- Attend regularly
- Notify staff/parents or volunteers when leaving practice areas
- Role model Friendliness, Positivity and Good Communication
- No Play Fighting, Pushing, or Rude Gestures

***Respect others***

- Meet and Greet new Youth, Volunteers, Parents and Guests
- Support your Peers
- No Bullying, Swearing, Yelling or Threatening Behavior/Gestures
- No Alcohol/Drug or Gambling
- No non-Traditional Use of Tobacco



***Respect property***

- Clean -Up after Yourself
- No Tagging or Graffiti
- Take care of Clear Sky/ NWA Property, Resources and Supplies
- No Stealing, Destroying Property or Others' Belongings

***Respect the earth***

- No throwing food or water/drinks
- No wasting food or water