



Tynkertopia Volunteer Handbook

Thank you for your interest in volunteering at Tynkertopia, Inc. Volunteers are vital to our non-profit organization. Your efforts will help to develop creativity, inquiry, and STEM/STEAM skills in the residents of Flagstaff, AZ and environs.

We are grateful for your participation in our services, projects, and events. Tynkertopia is able to provide quality services due to the support of volunteers. Thank you for helping us achieve our mission of expanding the creativity and inquiry skills of Tynkertopia participants by inviting curiosity, inspiring wonder, encouraging playfulness, and celebrating unique solutions.

Sincerely yours,

Alice A. Christie, Ph.D.
Founder and Creator of Tynkertopia

Address: 2152 N Fourth Street, Suites 101A – 109

Flagstaff, AZ 86004

928-326-3400

www.tynkertopia.org

founder@tynkertopia.org

RULES AND REGULATIONS

While at Tynkertopia, volunteers must:

- wear Tynkertopia ID badges,
- wear Tynkertopia T-Shirts,
- sign in and out in the volunteer database,
- wear close-toed shoes (no sandals or flip flops),
- remove nothing from Tynkertopia without permission,
- stay home if they are sick and/or have a communicable illness,
- notify the Tynkertopia Volunteer Coordinator or the Tynkertopia Founder if they are unable to fulfill their volunteer responsibilities,
- turn cell phones to vibrate or mute during their volunteer shifts, and
- refrain from behaviors or activities unsuitable for children under 18 years of age.

POLICIES AND PROCEDURES

Our Mission

To expanding the creativity and inquiry skills of Tynkertopia participants by inviting curiosity, inspiring wonder, encouraging playfulness, and celebrating unique solutions.

Equal Opportunity

It is the policy of Tynkertopia, Inc. not to discriminate against any volunteer or volunteer applicant because of age, race, color, creed, religion, sex, sexual orientation, disability, or national origin.

Access and Keys

Volunteers will not be provided keys to the facility; they will access the Tynkertopia premises only during posted hours of operation.

Harassment Policy

Tynkertopia, Inc. prohibits any form of harassment based on race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, disability, or veteran status in accordance with applicable laws.

Drug-Free Environment

Tynkertopia strictly prohibits the use, sale, dispensing, possession, or manufacture of illegal drugs in the workplace or while engaged in Tynkertopia activities.

Smoking and Vaping

Tynkertopia is a non-smoking, non-vaping facility. All volunteers will refrain from smoking or vaping within 25 feet of the facility.

Office

The Tynkertopia office is available for use by volunteers during volunteer hours. Volunteers will keep the office neat and well organized by placing their possessions in the designated areas.

Safety Rules

Tynkertopia volunteers will observe all posted safety rules, adhere to all safety instructions, and use safety equipment as specified in the Tynkertopia Workshop Safety Course. All workspaces will be kept neat, clean and orderly. Volunteers who engage in unsafe practices will be dismissed.

Weapons

No firearms or other weapons are permitted at Tynkertopia.

Hours of Work for Volunteers

Most volunteer opportunities take place during Tynkertopia's normal business hours. Tynkertopia also has volunteer opportunities for special events on nights and weekends. Each volunteer will schedule his/her shifts with the Volunteer Coordinator or the Tynkertopia Founder.

Volunteer Orientation

All volunteers are required to attend a regularly scheduled orientation to receive basic training on Tynkertopia's mission and operation procedures.

Volunteers will be informed of liability risks associated with the hands-on, interactive learning environment they will encounter while performing volunteer work. Volunteers will be trained on how to deal with all identified risks and are expected to adhere to safety rules.

Absenteeism and Substitution

Volunteers are expected to perform their duties as scheduled. When a volunteer expects to be absent from a scheduled day, the volunteer will contact his/her supervisor as far in advance as possible. Continual absenteeism will result in a review of the volunteer's work assignment and possible dismissal.

Review, Evaluation, and Termination of Volunteer Service

Volunteers are encouraged to speak with the Volunteer Coordinator or the Tynkertopia Founder regarding any issues concerning volunteer matters.

Volunteers who do not adhere to the rules and procedures of Tynkertopia while on site, or who fail to satisfactorily perform their volunteer assignment, may be subject to dismissal. Possible grounds for dismissal include, but are not limited to:

- gross misconduct or insubordination,
- being under the influence of alcohol or drugs,
- theft of property including donated items,
- misuse of organization equipment or materials,

- abuse or mistreatment of clients, coworkers, or administration
- failure to abide by organization policies and procedures,
- failure to meet mental or physical standards of performance, and
- failure to satisfactorily perform assigned duties.

Records

Every volunteer will record his/her volunteer hours and activities in the Tynkertopia's volunteer database. Volunteers are responsible for notifying the Tynkertopia Founder of any change of address, phone, and email. Volunteers may request a copy of their volunteer record at any time.

Benefits

All volunteers are celebrated for their service. Throughout the year, recognition is given to volunteers for their contributions to the mission of Tynkertopia.

Media

Volunteers will direct all inquiries from the media to the Tynkertopia Founder, Dr. Alice Christie. Volunteers will not post to social media or conduct interviews with the media without approval from Dr. Alice Christie.

First Aid/Emergency Procedures

A first aid kit is located in Suite 109 by the front door. In the event that someone needs first aid, direct them to the first aid kit, and assist the Tynkertopia participant or volunteer in any way you can. In the event of an accident or injury, notify a staff person immediately. Call 911 in an emergency.

If you are injured, report your injury to the Volunteer Coordinator or Dr. Alice Christie, Tynkertopia Founder. You may be asked to fill out an accident report.

Parking

Free parking is available in the parking lot directly in front of Tynkertopia.



Tynkertopia Volunteer Contract

Contractual Agreement Between the Tynkertopia Volunteer and the Tynkertopia Founder

I have read and understand the Tynkertopia Volunteer Handbook. I understand the Tynkertopia rules, regulations, policies, and procedures as stated in the Tynkertopia Volunteer Handbook. Further, I agree to follow the terms specified in the Tynkertopia Volunteer Handbook.

Printed Name of Volunteer

Signature

Date

Alice A. Christie

Alice A. Christie, Ph.D., Tynkertopia Founder

Date: