

# Bangor Area Recovery Network VOLUNTEER PROGRAM



## **Policies and Procedures Manual**

Last revised on 11-5-18



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# BARN'S VOLUNTEER PROGRAM

Volunteers are the most fundamental component of the BARN; they make the community recovery center a living, breathing example of recovery. Volunteers serve the BARN across all levels, including as daily floor staff, serving on committees or the Board of Directors, supervising each other, recovery coaching, and more. Each month, volunteers contribute over 900 hours of their time.

The BARN's volunteers are managed by the Volunteer Coordinator, who is responsible for recruiting, training, and supervising the volunteers.

## ***Why Volunteer?***

At the BARN, we recognize that service to others is virtually a spiritual imperative. In line with research, the BARN adheres to the belief that providing meaningful volunteer opportunities is an effective way to organize the recovery community. A great benefit of volunteering at the BARN is the potential for getting a strong job reference as a stepping stone into the workforce.

It is the policy of the BARN to ensure that all prospective and current volunteers are treated in a professional, caring, and consistent manner and are provided with meaningful volunteer assignments.

## ***Who Can Become a Volunteer?***

The BARN welcomes anyone to consider becoming a volunteer. Our strongest source of volunteers is the recovering community that surrounds the BARN. We also benefit from assistance provided by students in need of internships, training programs such as Associates for Training and Development (A4TD) and AmeriCorps, volunteers completing hours for state assistance programs, and volunteers from jail diversion programs.

Our volunteers are the face of the BARN, and as such, volunteers are held to higher standards than regular members and attendees of the BARN.

Because we deal with the recovery community and the community at large, and because we are of the recovery community, we must have clear guidelines related to sobriety and relapse. As long as they are clean and sober, we encourage anyone to volunteer in whatever capacity they feel comfortable. In the event of relapse, our volunteers are relieved immediately and asked to come to the BARN on the "other side of the desk" where they can receive support from the community. Once they have their recovery re-established for 30 days, they can be reconsidered for a volunteer position.



For some volunteer positions, like managing the front desk, certain sobriety standards must be met:

1. A minimum of 90 days sobriety is required to be trained as a front desk volunteer.
2. A minimum of 6 months sobriety is required to work a shift at the desk unsupervised.
3. A minimum of 3 months experience before training a new volunteer.

These standards are maintained to protect the integrity of the BARN. Any exception to these must be approved by the Volunteer Coordinator and the Chair of the Operations Committee.

### ***How do I become a volunteer?***

If you are interested in becoming a volunteer, please let a front desk volunteer know, either by calling or visiting the BARN in person. Please be prepared to provide your name, address, and phone number. Some positions, such as front desk volunteers and recovery coaching, require an application, which can be picked up at the front desk or downloaded from our website (coming soon!).

The BARN does not usually do criminal background checks, as they can provide a disincentive in attracting recovering volunteers. However, the BARN retains the right to conduct a background check on any applicant. Applicants are checked through the sex offender registry and are not permitted to volunteer if they are on it.

### **Types of Volunteers:**

The BARN has a variety of volunteer opportunities, geared toward both meeting the needs of the BARN and meeting the needs of the volunteer. The Volunteer Coordinator will work with interested individuals to help identify which volunteer position is the best fit.

- Front Desk / Peer Support Volunteers
- Committee Volunteers
- Special Event / Project Volunteers
- Community Service Volunteer
- Drop in Volunteer

Other volunteer opportunities will become available as needed. If you have any special skills, such as gardening, plumbing, carpentry, etc., please let us know as we may have a project for you!

### **Volunteer Orientation:**

Most volunteer positions are required to go through a volunteer orientation. Volunteer orientations are typically held once every other month, but a private orientation may be scheduled if necessary.



**Volunteer Training:**

Volunteer position-specific training will be offered to all volunteers. Some volunteer positions require more in-depth training and therefore, a larger time commitment from the volunteer. See volunteer position descriptions in the Appendix of this document for further details.

**Retaining and Honoring Volunteers:**

The BARN has developed strong supports for retaining and honoring their volunteers. Good supervision, clear roles, job descriptions, and recognition events are just some of our practices.

**Supervising Volunteers:**

All volunteers will be offered guidance and support from either the volunteer coordinator, a recovery coach/peer supports coordinator, or an experienced volunteer. Volunteers will know who their supervisors are and the process for getting support in the event that their direct supervisor is not available. Some volunteer positions require more regular or peer supervision (Front Desk/Peer Support and Recovery Coach Volunteers). See position descriptions below for further detail.

**Statement of Confidentiality:**

The BARN is built on a foundation of trust and acceptance. It is important to keep all interactions and conversations that we participate in or overhear at the BARN confidential. The only exceptions to confidentiality are when you receive information suggesting harm or danger to oneself or others, including suspicion of child abuse or neglect and self-harm. Volunteers will be required to sign a confidentiality agreement.

**Volunteer dress code:**

During business hours, volunteers are expected to present a clean and neat appearance and to dress accordingly to the requirements of their position. The way our volunteers dress reflects the image of the BARN to the public.

- No deep V-neck shirts, cut off shorts, or super miniskirts
- No low riders or tank tops/muscle shirts
- No super tight clothes, and no underwear showing.
- No clothing that displays derogatory words or pictures, especially those which promote drug or alcohol use, violence, or weapons.
- Please wear appropriate shoes for your volunteer requirements, keeping in mind that many positions require a lot of walking or other physical activity.
- Please avoid wearing excessive perfumes, cologne, and after shave.

**Substance Use and Intoxication:**

Volunteers at the BARN help create a safe and sober environment. This requires we be above reproach of intoxication or recent drug use. Anything less than sobriety and clarity compromises the integrity of the BARN and potentially triggers members and visitors of the BARN. The BARN cannot allow anyone to volunteer who is inappropriately using drugs, whether those drugs are prescribed, legal, or illicit. Examples of these behaviors include:



- Obvious impairment and/or being under the influence of alcohol and/or other drugs;
- Symptoms of abusing prescribed medication or being otherwise adversely affected by medication, such as appearing sedated or nodding off, overly agitated or confused;
- Signs of recent use such as blood shot eyes, smelling of alcohol or marijuana, or any other indicator of recent use.

Any volunteer who appears to be under the influence or shows signs of recently using drugs will be limited in their volunteer capacity and/or dismissed by the Volunteer Coordinator in accordance with the policies related to required sobriety and relapse.

**Sobriety** is defined as ongoing abstinence from one's drug(s) of choice. In general, the BARN sees sobriety as a personal responsibility/choice and as such, personally defined. For the sake of daily operations, and specifically with regard to volunteers and employees of the BARN, sobriety means abstinence and will be measured both by personal report and the absence of discernable functional impairment by virtue of any substance, regardless of whether the substance is legal to possess.

**Relapse** is defined as a choice to cease maintaining sobriety, whether in a single episode of drinking or drugging or in an ongoing fashion. The BARN recognizes that relapse may occur in the pursuit of recovery and views it as a critical juncture in which an individual should reassess, seek greater levels of support, and increase their efforts toward recovery with a renewed focus. In the case of volunteers and employees who relapse, the BARN will require that the individual cease functioning in their current role for a period of time determined by the Board of Directors.

Because front desk volunteers are scheduled and are the face of the BARN, they are held to higher sobriety standards. If a front desk volunteer relapses, the volunteer will be removed from the position for a minimum of 30 days. After this period, the volunteer coordinator and volunteer in question will have a discussion, after which the volunteer coordinator will use his or her discretion to make a decision about whether the volunteer may continue.

Should a front desk volunteer relapse a second time, the volunteer coordinator will provide a written warning which will be placed in the volunteer's file and the procedure for the first relapse will ensue. A third relapse will result in the volunteer's permanent removal from the position.

#### **Marijuana use:**

Despite its legal status for recreational and medical use, the consumption or possession of marijuana in any form is prohibited on BARN property. Volunteers who show clear signs of intoxication by virtue of any substance will be directed to leave the BARN until they are sober.

#### **Tobacco use:**

In keeping with the BARN's intent to provide a safe and healthy work environment, the use of



any tobacco product, including vapors, is prohibited in all BARN offices, buildings, and facilities. Please only use tobacco products in the designated smoking area outside.

**Missed shifts:**

If any volunteer needs to cancel their commitment, they should tell the volunteer coordinator as soon as possible.

Because front desk volunteers are scheduled, the process and consequences for missing shifts are stricter. Front desk volunteers must notify the volunteer coordinator as soon as they know if they will miss a shift. If the volunteer has found coverage for their shift, or if they wish to swap shifts with another volunteer, both volunteers must request written approval from the volunteer coordinator. If an emergency or other unforeseen event prevents the volunteer from receiving prior written approval, the volunteer should call the BARN and speak with the volunteer coordinator over the phone.

If the volunteer misses their shift without notice, (a “no-call, no-show”), the volunteer will be given a verbal warning. A second occurrence will result in a written warning which will be placed in the volunteer’s file. A third occurrence will result in dismissal from the position for at least six months, or until the volunteer coordinator feels that the volunteer will be reliable again.

**Letting go of a volunteer:**

When a volunteer is being let go, the volunteer coordinator and a witness will tell the volunteer privately and in writing, including the reason why and for how long. If deemed necessary, a board member or police officer may be present. Sexual harassment or derogatory comments will result in immediate dismissal of the volunteer.

**Grievance Policy:**

If a person has a complaint or concern regarding the BARN or a person at the BARN, he or she can fill out a grievance report. The report should include the name of the person making the report, the date and time of the incident, and a detailed explanation of what happened including the names of all involved. The report will be given to the volunteer coordinator, who will talk with the person who filed the report as well as any witnesses of the reported incident. The volunteer coordinator may then decide how to best address the problem, which could include arranging a meeting with the Board and the person in question or any other request for assistance from the Board. A final description of the event will be put in writing and a copy will be given to the person who filed the report. The original copy will be filed away for BARN use. All reports will be appropriately addressed and kept confidential.

**Incident Reports:**

Incident reports are used when police, fire, ambulance, or other emergency service is called to the BARN; if a BARN patron is injured or has a physical altercation on BARN property; if a BARN



patron or volunteer finds drugs or alcohol on the property or on a person; or any other situation that a volunteer feels requires further investigation or protection.

## Harassment Policy

The BARN recognizes the dignity of the individual employee, volunteer and member's right to an environment that is free of intimidation and harassment. Such intimidation or harassment based on race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, marital status, or genetic information is a violation of State Policy. Because such harassment seriously undermines the integrity of the environment and adversely affects employee, volunteer &/or member morale, it is unacceptable and will not to be tolerated. In addition, it is considered grounds for disciplinary action up to and including discharge. Harassment based on race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, &/or whistleblower activity may also constitute employment discrimination. Examples of harassment related to race or color, sex, sexual orientation, physical or mental disability, religion, age ancestry or national origin, &/or whistleblower activity, include the following, which may be a series of incidents or a single occurrence:

- Unwelcome sexual advances, gestures, comments, or contact;
- Threats;
- Offensive jokes;
- Subjecting employees to ridicule, slurs, or derogatory actions;
- Basing employment decisions or practices on submission to such harassment;
- Refusal to cooperate with employees in performing work assignments;
- Inequitable disciplinary actions and work assignments.

Further examples of sexual harassment include:

Behavior that is verbal and sexual in nature—such as comments about a person's looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes, uttering sexually suggestive sounds, writing sexual notes, use of State computer equipment to send, receive and/or download material of a sexual nature; **non-verbal sexual behavior**- such as looking someone up and down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, making sexual gestures; or **physical** – such as pinching, grabbing, sexual assault or any physical contact of a sexual nature.

As a matter of BARN policy, any behavior of a sexual nature in the workplace is considered unprofessional regardless of whether it constitutes illegal sexual harassment. Similarly, any conduct that degrades, ridicules, or otherwise draws unwanted attention to any employee or other person having dealings with the BARN on the basis of race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, marital status, or genetic information is considered unprofessional regardless of whether it constitutes unlawful harassment. Such unprofessional conduct will not be tolerated in the workplace because it undermines morale, interferes with



performance, and demeans its victims. Each employee is personally responsible for compliance with this policy.

As part of their supervisory responsibilities, supervisors are required to actively prevent or stop inappropriate, unprofessional conduct in the workplace regardless of whether the conduct rises to the level of illegal harassment. If they become aware of any such conduct occurring through personal observation or information from another party, they must consult with the Chair or Vice-Chair of the BARN Board of Directors and take immediate and appropriate corrective action, including discipline, to end the conduct. Corrective action is required regardless of whether a complaint is made or the conduct appears to be unwelcome. Even if the person providing information requests that no action be taken, the supervisor must contact the Chair or Vice Chair of the BARN Board of Directors. Managers and supervisors who fail to fulfill their obligations under this policy will be subject to disciplinary action, up to and including discharge.

## II. Definitions

*“Sexual harassment”* is defined as unwelcome sexual conduct that is a term or condition of employment. Unwelcome sexual conduct is sexual harassment when submission to such conduct is expressly or implicitly made a term or condition of employment.

*“Quid pro quo”* harassment occurs when submission or rejection of such conduct is used as the basis for employment decisions affecting an individual, *such as promotions in exchange for sexual favors, or an unfavorable change of duties in response to rejected sexual advances.*

*“Hostile Work Environment.”* Unwelcome sexual conduct which unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment also constitutes illegal sexual harassment. Conduct which is not sexual in nature may still create a sexually hostile work environment if it is based on the victim’s gender. Such conduct may include excluding or isolating employees, tampering with belongings or equipment, or physical or verbal abuse based on gender.

*“Employee.”* For the purpose of this policy, the term employee will include: Employees, Volunteers, Patrons, Contractors, and Vendors.

## III. Applicability

This policy applies to:

- Coworkers, volunteers, and supervisors
- Outside parties having dealings with the BARN (i.e., customers, vendors, contractors)
- Interactions between individuals of the same sex as well as the opposite sex
- Interactions in the workplace during work hours as well as outside activities related to the workplace (i.e. parties, trips, conferences)

## IV. Complaint Process

The BARN is committed to preventing harassment prohibited by this policy through education and dissemination of information as well as employee accountability. Such harassment may be reported by any employee, regardless of whether that



employee is the recipient of the harassment, a witness or otherwise becomes aware of harassment prohibited by this policy.

Internal complaints may be filed by contacting any of the following individuals:

- Immediate supervisor or any supervisor/manager in the chain of command
- Chair of the BARN Board of Directors
- Co-chair of the BARN Board of Directors
- Any sitting member of the BARN Board of Directors

Although every attempt will be made to resolve complaints at the lowest possible level, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved. All employees are expected to cooperate in any departmental investigation of harassment.

A discrimination complaint alleging harassment on the basis of race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' compensation Act or genetic information may also be submitted to the Maine Human Rights Commission at any time within 300 days of the alleged discriminatory incident. It is not required that any of the above procedures be exhausted before the other is used. In those instances where the prior workers' compensation claim or right is made against the BARN of Maine, the complaint may be submitted to the Maine Workers' Compensation Board. For more information, contact:

- Maine Human Rights Commission: (207) 624-6050, (207) 624-6064 (TTY)
- Chair of the BARN Board of Directors
- Co-chair of the BARN Board of Directors

#### V. Retaliation

Any form of retaliatory action or threat or suggestion of retaliation by either employees or supervisors against any person filing a complaint under this policy or assisting in an investigation is a violation of BARN policy. Any discriminatory action against any individual because the individual has opposed a practice that would be a violation of the Maine Human Rights Act, Title VII, the American with Disabilities Act, or the Age Discrimination in Employment Act or because the individual has made a charge, testified, or assisted in any investigation, proceeding or hearing under the Maine Human Rights Act, Title VII, the American with Disabilities Act, or the Age Discrimination in Employment Act is illegal. A complainant is protected from retaliation regardless of the merits of the original complaint. Retaliation should be reported in the same manner as described above for complaints of harassment and will be promptly investigated. Such retaliatory conduct will be grounds for disciplinary action.





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## Commitment to BARN Ethical Guidelines

The following are ethical guidelines expected of all BARN employees and volunteers. Volunteers and employees will be asked to sign a commitment to these guidelines:

1. I will be honest with myself and others.
2. I will treat everyone with dignity and respect
3. I will be impartial at all times.
4. I will allow others to make their own decisions and choices in relation to their own lives.
5. I will accept others for who they are, where they are, and what they are, regardless of my personal opinions and values.
6. I will not engage in sexual banter or direct sexual contact with any individual whose recovery I am assisting.
7. I will not disclose confidential information and I will maintain the privacy of BARN patrons and coworkers. I will work to discourage gossip, rumors, and hearsay.
8. I will decline any favors, free services, or gifts that compromise the integrity of my peer support relationships.
9. I will guard against the sexual exploitation or sexual harassment of anyone around me.
10. I will not exploit relationships with others for personal gain.
11. I will seek supervisory guidance when problematic situations with others arise.
12. I will not discriminate against anyone on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.
13. I will consult a supervisor when mandated reporting may be required in order to determine the best course of action.
14. As a representative of the BARN and the recovery community, I will do my best to be a healthy role model.





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## Policy & Procedure Agreement

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of the Bangor Area Recovery Network as defined in the volunteer policies and procedures manual that I received.

Those policies and procedures include:

- Volunteer Training
- Retaining and Honoring Volunteers
- Supervising Volunteers
- Statement of Confidentiality
- Dress Code
- Substance Use and Intoxication
- Sobriety and Relapse
- Marijuana and tobacco Use
- Missed Shifts
- Letting Go of a Volunteer
- Grievance Policy
- Incident Reports
- Harassment Policy
- Ethical Guidelines

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please remove this page from the policy manual and give to the volunteer coordinator to be kept in your personnel file.



## APPENDIX

### Appendix Includes:

- Sample Grievance Reporting Form
  - Sample Incident Reporting Form
  - Volunteer Position Descriptions:
    - Front Desk / Peer Support Volunteers
    - Committee Volunteers
    - Special Event / Project Volunteers
    - Walk in Volunteer
    - Garden Volunteer
    - Word and Excel Tutor
-







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## **Volunteer Front Desk/Greeters Bangor Area Recovery Network**

**Volunteer Position Title: Front Desk/Greeters**

**Organization:** Bangor Area Recovery Network (BARN), Brewer, Maine

**Organization Details:** The Bangor Area Recovery Network (BARN) is a peer-run and oriented recovery center, located in Brewer, Maine. BARN views recovery as a process of change through which an individual achieves improved health, wellness and quality of life. Recovery is a process of transformation in which we seek to overcome the harmful effects of a disease or debilitating condition and pursue a better life. The BARN works with the community to meet its goals. All are welcome.

**Position Description:** Front desk volunteers keep the BARN running smoothly by keeping it clean, responding to patrons' needs, and upholding the mission of the BARN. Front desk volunteers also provide peer support to anyone who enters the BARN in need, whether they are a long-time patron or visiting for the first time.

### **Essential Duties and Responsibilities:**

- Greet anyone who walks into the BARN
- Provide peer support and information to all patrons as needed
- Answer the phone and record and deliver messages
- Write receipts for rent and other payments
- Sell concessions, handle money, and accurately keep an updated total of the cash box
- Maintain the cleanliness of the BARN: clean bathrooms, vacuum carpets, sweep and
- Mop tile, wipe down tables before and between meetings, and other tasks as needed
- Make and sell coffee

**Training Requirements:** Front desk volunteers must attend an orientation provided by the Volunteer Coordinator, followed by x training shifts with an experienced front desk volunteer.

**Other requirements:** Attend monthly volunteer meetings held by the Volunteer Coordinator. Maintain sobriety on and off the job.



**Length of Commitment:** Minimum of 6 months

**Time Involvement:** Minimum of 3 hours per week

**Location:** Bangor Area Recovery Network (BARN) 142 Center St. Brewer, Maine 04412

**Contact/Supervisor:** BARN Volunteer Coordinator

**For more information or to sign up as a volunteer, contact:** Visit or call The BARN at (207) 561-9444 to receive an application. The front desk volunteer on duty will be able to answer any questions you may have.





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## **Committee Volunteers Bangor Area Recovery Network**

**Volunteer Position Title: Committee Volunteer**

**Organization:** Bangor Area Recovery Network (BARN), Brewer, Maine

**Organization Details:** The Bangor Area Recovery Network (BARN) is a peer-run and oriented recovery center, located in Brewer, Maine. BARN views recovery as a process of change through which an individual achieves improved health, wellness and quality of life. Recovery is a process of transformation in which we seek to overcome the harmful effects of a disease or debilitating condition and pursue a better life. The BARN works with the community to meet its goals. All are welcome.

**Position Description:** Responsibilities will vary by committee and the projects it is working on. Some BARN committees include marketing, the Bangor Area Recovery Community Coalition, and the operations committee.

**Essential Duties and Responsibilities:** Regular attendance at committee meetings and tasks as assigned or agreed upon by committee members. A good fit would have effective communication skills and the abilities to collaborate and work independently.

**Training Requirements:** None

**Length of Commitment:** Minimum of 6 month commitment

**Time Involvement:** Varies by committee and its needs.

**Location:** Bangor Area Recovery Network (BARN) 142 Center St. Brewer, Maine 04412

**Contact/Supervisor:** BARN Volunteer Coordinator

**For more information or to sign up as a volunteer, contact:** Visit or call The BARN at (207) 561-9444 to receive an application. The front desk volunteer on duty will be able to answer any questions you may have.





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## **Special Event Volunteers Bangor Area Recovery Network**

**Volunteer Position Title:** Special Event Volunteer

**Organization:** Bangor Area Recovery Network (BARN), Brewer, Maine

**Organization Details:** The Bangor Area Recovery Network (BARN) is a peer-run and oriented recovery center, located in Brewer, Maine. BARN views recovery as a process of change through which an individual achieves improved health, wellness and quality of life. Recovery is a process of transformation in which we seek to overcome the harmful effects of a disease or debilitating condition and pursue a better life. The BARN works with the community to meet its goals. All are welcome.

**Position Description:** The BARN frequently holds special events like dances, holiday parties, fundraisers, and community outreach activities which require extra hands for set up, break down, and help throughout the duration of the event. This is a great way to get involved with the BARN even if you cannot make a long-term or regular commitment.

**Essential Duties and Responsibilities:** Be flexible and willing to fill in where needed. If you have any special skills, let the event coordinator know ahead of time. Most events will require help setting up, cleaning up, and maintaining the space during the event.

**Training Requirements:** No prior training is required.

**Length of Commitment:** Volunteers are only expected to participate in events they sign up for.

**Time Involvement:** For the length of the event or a predetermined amount of time which will be specified upon sign-up.

**Location:** Bangor Area Recovery Network (BARN) 142 Center St. Brewer, Maine 04412

**Contact/Supervisor:** BARN Volunteer Coordinator

**For more information or to sign up as a volunteer, contact:** Visit or call The BARN at (207) 561-9444 to receive an application. The front desk volunteer on duty will be able to answer any questions you may have.





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## **Walk-In Volunteers Bangor Area Recovery Network**

**Volunteer Position Title: Walk-in Volunteer**

**Organization:** Bangor Area Recovery Network (BARN), Brewer, Maine

**Organization Details:** The Bangor Area Recovery Network (BARN) is a peer-run and oriented recovery center, located in Brewer, Maine. BARN views recovery as a process of change through which an individual achieves improved health, wellness and quality of life. Recovery is a process of transformation in which we seek to overcome the harmful effects of a disease or debilitating condition and pursue a better life. The BARN works with the community to meet its goals. All are welcome.

**Position Description:** Anyone who would like to contribute to the BARN for a few hours but cannot commit to a scheduled or regular shift is welcome to participate as a walk-in volunteer.

**Essential Duties and Responsibilities:** Be flexible and willing to perform tasks as requested by the volunteer coordinator or a front desk volunteer on duty. Be polite and appropriate with BARN patrons, employees, and other volunteers on duty. If you have any special skills that you think may benefit the BARN, please inform the supervisor at the beginning of the shift.

**Training Requirements:** Volunteers will be given instruction specific to their role at beginning of their volunteer shift. No prior training is required.

**Length of Commitment:** There is no minimum length of commitment.

**Time Involvement:** Time involvement is flexible, but please let the supervisor know how much time you have before being assigned a task.

**Location:** Bangor Area Recovery Network (BARN) 142 Center St. Brewer, Maine 04412

**Contact/Supervisor:** BARN Volunteer Coordinator

**For more information or to sign up as a volunteer, contact:** Visit or call The BARN at (207) 561-9444 to receive an application. The front desk volunteer on duty will be able to answer any questions you may have.

