



The Bull City Woodshop Volunteer Handbook

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Durham, NC 27703

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Revised 6/1/2022

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Purpose of this Handbook

This book was created to provide you with the information you need to feel comfortable and confident stepping into your new role as a Bull City Woodshop Volunteer. Inside you will find an introduction to our history, philosophy, practices, and policies. These items are covered to help you understand what you can expect during your volunteer experience as well as what is expected of you as you join the BCW.

As with everything at The Bull City Woodshop, this handbook can continue to improve by you contributing your input! After reading this handbook and beginning in your volunteer role, please consider what additional information you wish had been included and share your ideas.

Thank you for dedicating your time and talents to help Durham's youth. We look forward to working with you!



Our Mission

The Bull City Woodshop is a youth centered organization that guides individual development, fosters community connection, and cultivates creativity through woodworking.

Our Values

Mentorship: We create a safe space where youth can develop skills socially, academically, personally, and professionally with the guidance of adult mentors.

Partnership: We partner with community resources both to offer services and utilize the services of others.

Craftsmanship: Our goal is to graduate students who contain employable woodworking skills.

Our Vision

We create woodworkers.

What We Do at the Bull City Woodshop

Shop Class Program

Grades 7-12

Monday - Thursday

1:00-3:00 (on select days for homeschool students)

4:30pm – 6:30pm (Durham Public School Calendar School Year)

Our Shop Class program is the core of what we do. In this program, the student is given the instruction, support and freedom to create woodworking projects using a variety of hand and power tools. They will choose from pre-selected projects that are designed to teach the safety and use of specific tools. At the completion of each project, the student will take a test to show their mastery of the tools. They will then advance to another project which teaches additional tools.

Beginning Woodworking

Grades 3-6

Fridays

4:00-6:00pm (Durham Public School Calendar School Year)

Geared towards students in grades 3-6, this class will meet 4 Fridays in a row during the school year from 4-6pm. If there is not a 1:1 Volunteer:Student ratio, we ask that a parent or guardian attend the class with the student. The student will complete one project in the duration of this 4 week long class. The class will teach woodworking safety and the use of hand tools including handsaw, hammer, screwdriver, and sandpaper.

Fee-based Workshops

Adult

We offer fee-based workshops for adults that welcome all levels from beginners to experienced. By the end of each workshop, the participants will have a completed project they built themselves that they can take home. The profits from this program will help to fund the after school program.

History

The Bull City Woodshop, incorporated in 2021, was founded with the purpose of reaching a need for the youth of Durham. Due to limited access to exposure to woodworking training for youth, Andrea Bowens, the Executive Director, decided to design a program that would offer that exposure to the youth of Durham. The trades of carpentry are in high demand for skilled professionals, yet the opportunity for students to learn the trade while in middle or high school has dramatically reduced. The Bull City Woodshop offers the opportunity for students to gain experience with woodworking ranging from basic DIY abilities to professional level skills.

A revenue stream was designed to help fund the after school program: adult classes. These fee-based classes, which range from 2-4 hours long, are open to all skill levels. The participants start with raw wood and a paper plan, and they leave the class with a completed project they can take home.

BCW Staff Contacts

Name	Telephone	E-mail
Andrea Bowens	919-433-7389	bullcitywoodshop@gmail.com

BCW Hours of Operation

The Bull City Woodshop after school program operates from 4:30-6:30pm Monday through Thursday and 4:00-6:00 on Fridays during the Durham County Public School year following their calendar. Hours for adult workshops vary and can be found on our website (www.thebullcitywoodshop.com).

The Bull City Woodshop after school program is closed per the DPS calendar. However, we DO have the after school program when schools have teacher work days and early release days.

The Bull City Woodshop adult programs are scheduled based on request or availability. The website is updated with the schedule for the adult programs.

The Bull City Woodshop will closed for inclement weather following the DPS announcement of closing.

Holiday Closings

The Bull City Woodshop is closed per the DPS calendar, which is as follows:

Labor Day

Veterans Day

The day before Thanksgiving, Thanksgiving, and Black Friday

The duration of the December holiday break through New Years.

MLK Jr Day

Spring Break

Good Friday

Memorial Day

Sources for More Information

Looking for more info? Check out the resources below to keep up to date on everything going on at the BCW.

1. Visit us online at <https://www.thebullcitywoodshop.com>
2. Find us on Facebook at <https://www.facebook.com/thebullcitywoodshop>
3. Send us an email at thebullcitywoodshop@gmail.com
4. Subscribe to our email newsletter – Self-subscribe is available on our website. Just enter your email address in the text box at the top of the page and hit ‘Subscribe’!
5. Give us a call (919) 433-7389

The resources above are great for staying connected with the Bull City Woodshop, but they also provide one of the best opportunities for supporting the BCW and our mission. Tell your friends and family about the great work you are doing for Durham’s youth and encourage them to check out the resources above to join the conversation themselves!

Your Rights as a Volunteer

Every Volunteer has the right to:

1. Work in an organized, orderly environment where you feel comfortable, competent, and safe.
2. Receive orientation, training and supervision for the position you accept.
3. Do meaningful and satisfying work.
4. Receive recognition for your contribution and feel valued.
5. Receive information about your volunteer role and to be kept informed through newsletters, telephone contacts and e-mail.
6. Make suggestions to the BCW staff and lead volunteers on ways to improve the program and make the job more fulfilling to you.
7. Receive feedback on your work.
8. Gain valuable experience and further individual skills and knowledge through assignments and responsibility.
9. Have fun!

Your Responsibilities as a Volunteer

Every Volunteer should:

1. Follow all safety procedures for your own well-being and facilitate a safe environment for those around you (Rule #1 in the woodworking shop).
2. Seek to honor the Mission and Values of the Bull City Woodshop.
3. Present a positive self-image and be a role model for others.
4. Have a non-judgmental approach and have the ability to work with a culturally diverse population of clients.
5. Be honest and open with staff and other volunteers, beginning with the interview, regarding your intent, goals, need, and skills so that a good placement is possible.
6. Share feedback and ideas with staff and lead volunteers. Your insights are invaluable; however, please understand that we may not always be able to implement your suggestion.
7. Seek and accept honest feedback on performance.
8. Be reliable and punctual. Please notify the BCW staff and lead volunteer as early as possible if you are unable to work as scheduled.
9. Respect the confidentiality of the agency and its clients.



Volunteer Job Description:
Shift Lead Volunteer

Purpose:	Guide and supervise volunteers and students working in the wood shop and provide assistance on their projects. Model appropriate social behavior and shop safety.
Expectations and Responsibilities:	Oversight of volunteers schedules, general tool maintenance, supply inventory, opening and closing the shop, track student progress via the Student log, manage the weekly tool talks, carpenter knowledge, safety responsibility.
Skills and Qualifications:	Ability to communicate with volunteers regarding schedules and ensuring the proper adult:student ratio. Knowledge of all safety requirements and emergency procedures.
Requirements:	Advanced woodworking knowledge. Must be 21 years of age or older and consent to a background check.
Training:	Complete training plan as outlined in the volunteer training checklist: 1st Aid/CPR, individual tool skills tests, orientation, shadowing, etc. (Refer to the volunteer training checklist for total training requirements)
Time Requirement:	Two and a half hour blocks, Preferably 1 day a week during our student programming, depending on availability.
Reporting Requirement:	Report to the ED regarding attendance for both volunteers and students. Report to the ED regarding inventory and supply needs. Regularly discuss ideas, suggestions, or concerns you have for the program.
Benefits:	Provide support and safety for Durham youth. Gain experience in supervising adults and students.
Job Location:	1912 E Pettigrew St, Durham, NC 27703



Volunteer Job Description:
Shop Instructor

Purpose:	Guide and supervise students working in the wood shop and provide assistance on their projects. Model appropriate social behavior and shop safety.
Expectations and Responsibilities:	Play an active role in the development of each student’s social and woodworking skills. Provide opportunities for the students to grow by doing things such as suggesting a new type of project to work on. Maintain a safe and clean environment in the shop.
Skills and Qualifications:	Comfortable working with middle and high school students. Willing to, over time, become familiar with the many introductory projects we have our new students work on so that you may assist with all steps of production.
Requirements:	Must be 21 years or older and consent to a background check.
Training:	Complete training plan as outlined in the volunteer training checklist: 1st Aid/CPR, Mental Health 1st Aid, individual tool skills tests, orientation, shadowing, etc. (Refer to the volunteer training checklist for total training requirements)
Time Requirement:	Two-hour blocks (4-6pm M-F), Preferably 1-3 days a week during our afterschool program, depending on availability.
Reporting Requirement:	Regularly discuss ideas, suggestions, or concerns you have for the program.
Benefits:	Provide support and safety for Durham youth. Gain experience in woodworking and instructing students. Gain certifications in 1st Aid/CPR and Mental Health 1st Aid.
Job Location:	1912 E Pettigrew St, Durham, NC 27703



Volunteer Job Description:
Outreach Representative

Purpose:	Represent the Bull City Woodshop at events such as volunteer fairs and community events
Expectations and Responsibilities:	Set up and tend the BCW booth at assigned events. Accurately and enthusiastically communicate the work we do and explain how others may get involved.
Skills and Qualifications:	Strong knowledge of the mission of the Bull City Woodshop, the work that we do, and an enthusiasm for communicating it to others.
Requirements:	Familiarity with our program and services we provide.
Number of Volunteers:	4-6
Training:	Brief review of materials used including our information tri-fold, table decorations, forms, and brochures. Review of shop tools and projects so that you may respond to questions
Time Requirement:	2-4 hours per event, 2-4 events per year depending on availability.
Reporting Requirement:	Provide an informal, verbal report after the event
Benefits:	Opportunity to share your story and experiences working at the Bull City Woodshop with members of the community and other local organizations.
Job Location:	Varies with each event.

Schedules and Attendance

Our volunteer Instructors make the after school program possible, and it is important that we have adequate coverage throughout the week. During or shortly after your interview, we ask that you commit to covering one or more days of the after school program each week based on your interest and availability.

Changing Your Schedule

If you would like to make a change to your schedule, please check in with your assigned lead volunteer to find out what days we need covered. If we currently have no gaps, they may be able to arrange a swap with another volunteer.

Taking Days Off

If you find you need to take a day off, we ask that you first check with another volunteer to work out a swap for the week so that we remain fully covered. Check in with the lead volunteer for current volunteer schedules and contact info if needed. If no swap can be found, please give the lead volunteer a heads up a few days prior to your shift so they can work out coverage.

Extended Time Off

Family in town? Heading out for a vacation? Or maybe just need a break? Please give your lead volunteer a heads up ahead of time so they may work out coverage.

Most Important

We want to work with you to find a schedule that works. The BCW can't run without you! If you have any concerns at all about your schedule, feel free to check in with your lead volunteer to work out a solution.

Working with Youth

Shop Safety and Guidelines

On the following page you will find the shop guidelines we have in place for the students participating in our program. These are the expectations that we set for incoming youth and they are also behaviors we ask that you model while working with youth in the shop.

We ask that you help us champion these guidelines to ensure the safety of all participating students. If you see a student stray outside of these guidelines, by all means take appropriate action to ensure the safety of the students. If immediate action is not required, please alert a staff member so that we may take appropriate action.

Important Note:

(Should you ever) see a student in the shop with weapons, drugs, or anything else that may be a danger to anyone in the shop, speak with a staff member or lead volunteer immediately so that we may address the issue right away. Being able to address the issue on the day of the incident helps us ensure the best outcome possible for the student and for the Bull City Woodshop.

Shop Rules and Safety Guidelines

1. **Proper Clothing** - Loose-fitting clothing or jewelry may become entangled in a machine while working in the shop. Before entering the shop:
 - a. Hang up your coat/jacket, roll-up your sleeves, and tuck in your shirt if it hangs excessively loose.
 - b. Remove and store any loose jewelry such as bracelets, hoop earrings, or chains.
 - c. Be sure to wear closed-toed shoes (not sandals) while in the shop.

2. **Tool/Machine Safety and Protection Gear**
 - a. Follow the safety guidelines posted at each machine.
 - b. Per the machine guidelines, make proper use of eye/ear protection and dust masks.

3. **Prevent Distractions**
 - a. While others are working with a machine/tool, avoid doing anything that would distract their attention, potentially endangering them or someone nearby.
 - b. If you observe a situation that may lead to danger or distraction, address it immediately.
 - c. When a BCW instructor or another volunteer is speaking or providing training advice, please refrain from speaking so that others can listen to what's being said.

4. **Clean Up** – 15 minutes prior to the end of class, work with youth to perform the following clean-up tasks. Work to instill the ‘cleaning up after yourself’ ethic.
 - a. Replace all caps back on any paints, glues, stains, or other bottles used and place them back where they belong so that they are ready for use again.
 - b. Put away all tools/items used during the day. Ensure that all tables are clear, clean, and ready for the next class.
 - c. Sweep off used equipment and work area. Ensure before the end of the day that the floor has been vacuumed or swept as needed. Place sawdust, scraps, and paper towels in the garbage.
 - d. Use the sink to thoroughly clean out any paint brushes used and return them to their location.
 - e. Direct/assist youth to put their projects away.

Guidelines for BCW Youth

(Addressed to Youth)

Below are guidelines we set for all in-coming youth and are the expectations we have of all our students. Please be aware of these guidelines and where possible help us uphold them.

Technology Policy

- Please do not play music during the BCW classes. This includes your cell phone, with or without headphones. Headphones & earbuds are a serious safety issue in our shop as well as a distraction. Students must be able to hear everything going on in the workshop.
- No handheld gaming devices. You are here to be a part of our BCW class and if you are playing games you are not participating fully.
- Phones are to be put away during class. This includes no texting or phone calls except for checking in with your parents/guardian at the end of class. You are to be busy working in the woodshop.

Things to remember when you are at BCW

- Class starts at 4pm during the school year. Pick-up is at or before 6PM.
- Students will not turn on a machine without asking a staff member/volunteer for permission.
- We don't make any weapons at BCW (e.g. swords, knives, bow/arrow).
- At the, BCW we all respect others and their property.
- Students may not leave the building during class. We need to know where you are at all times.
- There is zero tolerance for rough housing, horseplay, or other such physically engaged activities while in the Woodshop.
- There is zero tolerance for bullying or disrespectful behavior towards fellow students and leaders.
- You may not participate in any Woodshop program if you are under the influence of any substance.

How we handle behavior issues at the BCW

First Level: Staff member/lead volunteer will talk to the student about their behavior.

2nd Level: If the behavior persists, there will be a more formal meeting with the student and the staff member and the incident noted in their file.

3rd Level: If the behaviors continue, the BCW will contact the parent/guardian, and may suspend the youth (time based on the offense)

4th Level: The BCW may expel a youth from the program if necessary.

Unfinished Projects

Any projects that are unfinished for 30 days can be turned over to another student for completion.

Finished projects

Students will not take extra “kit” projects home for giveaway or sale. All other “kit” projects will be sold at the BCW store or the student can take special orders and sell the item through the BCW.



On the following pages you will find several policies and procedures such as our Code of Conduct, Whistleblower, and Drug-Free Workplace policies.

These are policies we have in place to ensure that we continue to qualify for the grants and other funding that keeps our program running. The same policies apply to all paid BCW staff as well.



Code of Conduct

All employees, volunteers and board members of the Bull City Woodshop are expected to abide by the following code of conduct in their dealings with one another, with the BCW youth and their families, and with the general public:

1. Behave ethically, honestly and with integrity.
2. Behave in a fair and principled manner and act in good faith.
3. There must be a ratio of AT LEAST 1 adult per 3 students at all times, with at least 2 adults being present at ALL times.
4. Do not use the BCW property and resources other than for their intended purposes.
5. Do not convert the BCW resources to personal use.
6. Do not use the BCW resources to make contributions to candidates for public office, political parties or political organizations.
7. Record, allocate, and charge costs accurately and maintain supporting documentation as required by established policies and procedures.
8. Prepare all reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records with care and honesty. Submit all invoices/bills or reimbursement vouchers in a timely manner.
9. Make full, accurate, and honest representations concerning all relevant information submitted to or requested by any granting organization. Maintain accurate and complete records, including supporting documentation as required by the granting organization, of the uses to which grant funds are put.
10. Safeguard confidential information.
11. Comply with all relevant federal, state, and local laws.
12. Report suspected violations of these standards promptly to a lead volunteer, to the Executive Director or to the Chairperson of the Board.
13. Anyone to whom a report of a violation is made is obligated to follow up the report. The BCW will protect from retaliation anyone who makes a good faith effort to appropriately disclose perceived wrongdoing.



Whistleblower and Non-Retaliation Policy

I. General

THE BULL CITY WOODSHOP's Code of Ethics requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of THE BULL CITY WOODSHOP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the Code of Ethics, THE BULL CITY WOODSHOP policies, or laws in accordance with this policy.

III. No Retaliation

No director, officer, employee, volunteer, or contractor who in good faith reports a violation of the Code, THE BULL CITY WOODSHOP policies, or law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within THE BULL CITY WOODSHOP prior to seeking resolution outside THE BULL CITY WOODSHOP.

IV. Reporting Violations

Directors, officers, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly.

In most cases, employees and volunteers should report to the THE BULL CITY WOODSHOP Executive Director. However, if an employee or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Board.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code, THE BULL

CITY WOODSHOP policy, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, THE BULL CITY WOODSHOP will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.



DRUG FREE WORKPLACE POLICY

The Bull City Woodshop is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees, volunteers, and students. This commitment is jeopardized when any **Bull City Woodshop** employee or volunteers engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, **The Bull City Woodshop** has established the following policy:

1. It is a violation of company policy for any employee or volunteer to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
2. It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
3. It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee/volunteer to report the use of prescribed drugs that MAY (per warning labels provided by the pharmacy) affect the employee's judgment, performance, or behavior.
4. Violations of this policy are subject to disciplinary action up to and including termination of employment.

The Bull City Woodshop values its employees and volunteers and recognizes the need for a balanced approach to achieving a drug free workplace. Therefore, we are committed to conducting an ongoing drug free awareness program for our employees/volunteers and advising them of resources for drug counseling, rehabilitation and other assistance.

The Bull City Woodshop drug free workplace policy is intended to comply with all state and federal laws governing drug and alcohol testing and is designed to safeguard employee/volunteer privacy rights to the fullest extent of the law.

As a term and condition of employment with **The Bull City Woodshop** each employee/volunteer agrees to:

1. Abide by the terms of the above policy; and
2. Notify **The Bull City Woodshop** in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

I have read and understand the above policy.

Employee/Volunteer Name: _____

Date: _____

Employee/Volunteer Signature: _____

Date: _____

Acknowledgement of Receipt

(Volunteer Copy)

I understand that this handbook contains proprietary information. This information is necessary for my role as a volunteer and I am trusted to keep it confidential.

I have received a copy of The Bull City Woodshop's Volunteer Handbook on the date listed below. I understand that I am expected to read the entire handbook and that I should consult a member of BCW staff regarding any questions not answered in this handbook.

I agree to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Bull City Woodshop following any modifications to the handbook, I thereby accept and agree to such changes.

Volunteer

Date

Staff/Lead Volunteer

Date

Acknowledgement of Receipt

(To be Filed)

I understand that this handbook contains proprietary information. This information is necessary for my role as a volunteer and I am trusted to keep it confidential.

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I agree to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Bull City Woodshop following any modifications to the handbook, I thereby accept and agree to such changes.

Volunteer

Date

Staff/Lead Volunteer

Date