



# What Makes You Feel Beautiful (WMYFB) Volunteer Handbook

updated 11-01-2024

## Welcome Message

Welcome to the What Makes You Feel Beautiful (WMYFB) family! Your decision to join us is a commitment to empowering women and girls on Maui. We are excited to have you on this journey to bring self-love, healing, and leadership opportunities to our community. This handbook is your guide to understanding our mission, your role, and how we'll work together to make a meaningful impact.

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## 1. About What Makes You Feel Beautiful (WMYFB)

- **Our Mission:** To promote self-love, healing, and personal growth for women and girls.
  - **Our Vision:** A world where every woman and girl feels confident and valued.
  - **Our Programs:**
    - **MAUI GEMS Program:** Mentorship and workshops for young girls, focusing on leadership, community involvement, and personal growth.
    - **Community Outreach:** Events supporting women and girls with self-care tools and resources.
    - **FLY SEL Program:** Social and Emotional Learning workshops. These workshops focus on communication, boundaries, emotional regulation, and building resilience through interactive activities, music, and art.
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## 2. Volunteer Philosophy

At WMYFB, we value our volunteers as essential members of our team. We believe in:

- Collaboration and respect.
  - Empowering volunteers to grow personally and professionally.
  - Building a supportive, inclusive community.
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### **3. Volunteer Expectations and Responsibilities**

#### **What We Expect:**

- A commitment to WMYFB's mission and values.
- Punctuality and reliability in completing assigned tasks.
- Clear communication with the team about availability and any challenges.
- Respect for all participants, staff, and other volunteers.

#### **Typical Volunteer Activities:**

- Assisting with events and workshops.
  - Helping with administrative tasks (e.g., newsletters, social media).
  - Engaging in outreach efforts to connect with the community.
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### **4. Core Volunteers at WMYFB**

Core Volunteers are the backbone of What Makes You Feel Beautiful (WMYFB). They are highly trained, dedicated individuals who provide consistent support for our programs and events. By completing specialized certifications such as Mental Health First Aid and Youth Bullying and Suicide Prevention Training, Core Volunteers are equipped to create safe, supportive environments for participants.

Core Volunteers take on leadership roles in programs such as the MAUI GEMS and FLY SEL initiatives. Their responsibilities include:

- Facilitating workshops and events.
- Acting as liaisons between participants and the organization.
- Representing WMYFB at community outreach events.

If you are interested in becoming a Core Volunteer, speak with your program coordinator to learn more about the application and training process.

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## 5. Volunteer Policies

**Attendance:** Volunteers should notify their coordinator if they cannot attend a scheduled shift or event.

**Confidentiality:** Volunteers may have access to sensitive information about participants and must treat this information with respect and privacy.

### **Code of Conduct:**

- Treat everyone with kindness, respect, and professionalism.
- Avoid any form of harassment, discrimination, or inappropriate behavior.
- Follow instructions from staff and coordinators.

**Dress Code:** Dress appropriately for the activity you're involved in (e.g., casual for outreach, business casual for events).

**Social Media Policy:** Volunteers should represent WMYFB positively on social media and obtain approval before posting official content related to the organization.

**Safety Policy:** Volunteers must prioritize the safety of participants and themselves. In case of any emergencies, notify the team leader immediately.

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## 6. Training and Support

- Volunteers will receive training based on their role (e.g., how to assist in workshops, handle donations, or manage events).
  - Specialized training will be provided for working with the **FLY SEL Program**, including methods for engaging youth in Social and Emotional Learning (SEL) through music, art, and interactive activities.
  - Regular check-ins with coordinators ensure volunteers feel supported.
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## 7. Recognition and Benefits

We deeply value your contributions and offer the following benefits:

- Opportunities to build skills in leadership, communication, and event planning.
  - Access to workshops and certifications (e.g., Mental Health First Aid).
  - A letter of recommendation for dedicated volunteers.
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## 8. Communication and Contact Information

Clear lines of communication ensure everyone stays connected:

- **Volunteer Coordinator Contact:** Kailani Jackson, [Kailani@wmyfb.org](mailto:Kailani@wmyfb.org), 808-796-6417
  - **Office emails:** [Board@wmyfb.org](mailto:Board@wmyfb.org) and [Monica@wmyfb.org](mailto:Monica@wmyfb.org)
  - **Office Phone:** 808-442-2627
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## 9. Evaluate & Assess

### Performance Reviews:

At WMYFB, we value your contributions and are committed to supporting your growth. Periodic reviews provide an opportunity to:

- Reflect on your experiences.
- Highlight your strengths and achievements.
- Identify areas for improvement.
- Explore your aspirations for future roles within the organization.

These reviews help ensure your experience is fulfilling and that we continue to align your talents with our mission.

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## 10. Exit Interviews

### **Feedback Collection:**

If you decide to conclude your volunteer tenure with WMYFB, we welcome your feedback through an exit interview. This brief discussion helps us:

- Understand your experiences.
- Identify areas for improvement.
- Refine our processes for onboarding and supporting future volunteers.

Your feedback is invaluable as we continually strive to create a positive volunteer environment.

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## 11. Tips for Success

### **Flexibility:**

We understand you may have other commitments and strive to accommodate flexible scheduling to help you balance your responsibilities.

### **Clear Communication:**

Open and clear communication is key to effective collaboration. To ensure smooth operations:

- Respond to emails or texts within 24 to 48 hours whenever possible.
- If you cannot provide a full response immediately, send a brief acknowledgment to show you've received the message and will reply in detail later.

This practice reflects professionalism and commitment, even in a volunteer role.

### **Foster a Community:**

We believe in building a supportive and bonded volunteer community. WMYFB organizes regular meetups and events to encourage connection, collaboration, and camaraderie among volunteers.

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## 12. Acknowledgment and Agreement

I, [\_\_\_\_\_], have read and understood the Volunteer Handbook for What Makes You Feel Beautiful. I agree to adhere to the policies and guidelines outlined herein and to fulfill my role to the best of my ability.



**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_