



## **VOLUNTEER PROGRAM POLICY**

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**Revision Date(s): April 2007, April 2009, April 2011, April 2013, April 2015, April 2017**

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The Wainfleet Township Public Library is committed to the utilization of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

1. Volunteers do not replace paid staff. Volunteers shall not be considered as employees of the Library. Volunteers shall not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification.
2. The Library reserves the right to limit the number of volunteer placements at any specific time, in order to provide proper instruction and supervision.
3. The Library welcomes high school volunteers over the age of 14 working to fulfill their community service requirement. These placements are subject to the needs of the Library and there is often a waiting list. Willingness to follow directions and to work conscientiously with minimal supervision are both essential.
4. The Chief Executive Officer shall be responsible for selecting, interviewing, assigning, and terminating volunteers.
5. The screening process at Wainfleet Township Public Library follows the guidelines specified by the Safe Steps Volunteer Screening process recommended by Volunteer Canada. These steps include risk management, clear job descriptions, application forms, formal interviews, reference checks, orientation and training, supervision and follow-up and Police Records for adults.
6. All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.
7. Each volunteer shall have a specific paid staff member to whom he or she reports who will be responsible for day to day consultation, support and direction.
8. As representatives of the Library, volunteers are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties as per the Dress Code Policy. Wherever possible, volunteers will wear their volunteer identification while engaged in Library business.
9. The Library will, upon request from the volunteer, provide a letter confirming the volunteer's contribution when appropriate.

10. In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.
11. Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.