

Policy: Volunteers

Policy Number: HR08

Effective Date: May 22, 2018

Editions:

Overview

Volunteers are a critical part of ELCFV's success. Volunteer management will be the responsibility of the Human Resource Department (HR) who may delegate certain tasks to the department working closest with the volunteer.

Recruiting of Volunteers

A variety of no/low cost avenues for advertising for volunteers will be used to recruit volunteers for current initiatives.

Selection

HR will be responsible for determining a potential volunteer's alignment with ELCFV values by screening the candidate and exploring their interests to determine the right fit for opportunities.

Background Screening

HR will make the determination whether digital fingerprint screening is required based on supervision and number of hours a volunteer will work. Standards from OEL's grant agreement will be used to disqualify potential volunteers.

Orientation

Each volunteer will receive orientation regarding ELCFV's mission, core values and policies before performing any activity for the organization. A list of expectations will be provided.

Volunteer Placement

Departments may request volunteers from HR with appropriate list of duties, qualifications and hours needed.

Tracking

All volunteer hours will be tracked and provided to HR for reporting purposes. HR will maintain records of hours worked and availability for future assignments. Certification for hours worked will be made by HR.

Feedback and Evaluation

Volunteers will receive feedback through HR periodically or immediately after a one-time assignment. It will be requested of volunteers to provide feedback to the agency as well. The volunteer process will be reviewed regularly to evaluate the success of the program.