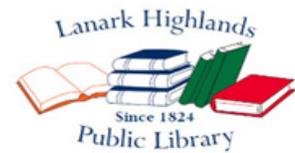

Lanark Highlands Public Library



Policy Type: **Volunteers**

Policy Number: **VOL-02**

Policy Title: **Recruitment & Assignment**

Policy Approval Date: **May 2019**

Year of Next Review: **May 2022**

Volunteer assignments at the Lanark Highlands Public Library balance the needs of the library with the interests and abilities of our volunteers.

Section 1: Requests for Volunteers

1. Opportunities for volunteers are proposed by staff to the CEO.
2. Written requests include a description of the volunteer assignment, duration of assignment and a proposed start date. All staff should understand that successful recruitment of volunteers is enhanced by creative and interesting jobs.

Section 2: Volunteer Position Descriptions

1. Position descriptions are developed in consultation with staff before proceeding with recruitment.
2. Volunteers are given clear, complete, and current descriptions of the duties and responsibilities of their assignment.
3. Position descriptions include a title, a summary of the assignment, a list of responsibilities, qualifications and benefits, any training requirement, the time commitment needed for the assignment, and the name of the supervisor to whom the volunteer reports.
4. The volunteer position descriptions are reviewed with the volunteer prior to beginning the assignment.
5. The library's volunteer position descriptions are reviewed and updated at least every three years or whenever a position substantially changes.

Section 3: Tasks that may be Performed by Volunteers

1. Volunteers will not perform any task or duty for which a license or certification is required if the volunteer doesn't possess such license or certification.
2. Volunteer tasks may include but are not limited to:
 - a) shelf reading and shelving
 - b) delivery of materials to shut-ins
 - c) special projects
 - d) care of library plants
 - e) reading buddies
 - f) preparation for children's programs (crafts)

Section 4: Recruitment & Assignment

1. Volunteers are recruited on a proactive basis with the intent of broadening and expanding the involvement of the community in their library.
2. Applications or requests to volunteer are also given appropriate consideration.
3. Volunteers are interviewed to ascertain their suitability for, and interest in, an assignment prior to being assigned. The interview determines the qualifications of the volunteer and his/her commitment to fulfill the requirements of the assignment. The interview should also answer any questions that the volunteer has about the library and the assignment.
4. A reference check may be made if appropriate for the volunteer assignment.
5. Volunteers in certain assignments may be asked to submit to a police records check. This cost will be paid by the library. Volunteers who do not agree to the background check may be refused placement.
6. No volunteer will begin their assignment until they have been officially accepted for that position and have completed all necessary screening as determined by the CEO.
7. Volunteers perform their duties in the presence of at least one paid staff member. Each volunteer will have a specific staff member to whom he or she reports and who will be responsible for day-to-day support and direction.

8. All volunteer placements begin with a 30-day probation period. During this time, the CEO will support the volunteer with periodic informal check-ins. As well, it is the responsibility of the volunteer to inform the CEO or of any issues of concern. At the end of the probationary period, the CEO will meet with the volunteer to evaluate the extent to which the objectives of both the library and the volunteer are being satisfied.
9. The library strives to meet volunteer expectations and offer a satisfactory volunteer experience for both parties. However, it may be deemed necessary to explore options such as renegotiate terms of the assignment, reassignment, referral to another organization or to the local volunteer centre, or placement termination.

Section 5: Orientation and Ongoing Training

1. Within the first 3 months of becoming a volunteer, all volunteers are required to attend a general orientation session on the nature, purpose, and mission of the library and will be given a tour of the library.
2. Volunteers receive training to provide them with information on:
 - a) knowledge and skills necessary to perform their volunteer assignment
 - b) the operation of the program or service to which they are assigned
 - c) the purpose and requirements of the assignment
 - d) hazards that may be encountered
3. Volunteers are required to complete this training as mandated by legislation.

Section 5: Dismissal

1. Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily perform their assignments may be dismissed.
2. While on Lanark Highlands Public Library property and/or while performing volunteer activities on behalf of the library, volunteers are expected to maintain a professional level of behaviour. If the behaviour of the volunteer is deemed to drop below acceptable standards, the CEO will give a warning to the volunteer to improve performance. If the volunteer's performance has not improved during a given time period, the volunteer will be dismissed from the program.
3. Grounds for immediate dismissal include, but are not limited to:
 - a) insubordination

- b) unwillingness or inability to support and further the mission of the library
- c) theft of library property
- d) illegal, violent or unsafe acts
- e) abuse or mistreatment of library users or co-workers
- f) smoking in unauthorized areas
- g) being under the influence of alcohol
- h) being under the influence of, possessing, selling or otherwise being involved with illegal drugs
- i) behaviour that would be construed as harassment