



# Volunteering Policy

## Statement of Purpose

The Library is committed to making use of all available resources to further its goals. Volunteers can enrich library services and inform the public about library services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

Volunteer assignments at the Perth East Public Library balance the needs of the library with the interests and abilities of our volunteers. Volunteers do not supplement the staff, they assist the library employees. A volunteer is not financially compensated. Each volunteer shall perform duties in the library in the presence of at least one paid staff member or one member of the Board.

## Co-ordination

1. Volunteers must be mature adults or students eligible to complete their 40 hours of community involvement through the Ontario Secondary School Program.
2. All volunteers complete an application form stating: date of application, name, address and telephone number, emergency contacts, dates and times available, starting date, relevant education/experience, interests and skills.
3. Each volunteer will be on a trial basis for a period of 30 days. At the end of 30 days, an interview between the CEO and volunteer will take place to evaluate the extent to which the objectives of both the library and the volunteer are being satisfied.
4. PEPL staff will follow the guidelines of Volunteer Canada's Safe Steps Screening Program (Appendix A) when determining the suitability of a volunteer.
5. Volunteers in certain assignments may be asked to submit 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. After a suitable interval, a meeting between the designated staff supervisor and the volunteer will take place to evaluate the extent to which the objectives of both the library and the volunteer are being satisfied.
7. The assistance of volunteers should be recognized on an ongoing basis. Letters of reference may be provided when appropriate.

## Insurance

The Library will ensure that liability insurance covers the work of the volunteer. Volunteers are to be reminded that the Library does not provide insurance coverage for personal vehicles. Volunteers who will be driving their own personal vehicles are to be advised that they are responsible for providing their own insurance and are advised to inform their insurance company of their volunteer driving activity to ensure adequate insurance protection.

Policy Type: Human Resources

Policy Number: HR-03

Approval Date: September 2015

Last Reviewed: September 2018

Next Review: September 2022

## Confidentiality

Volunteers will respect the confidentiality of privileged information to which they are exposed and respect the privacy of all staff and patrons.

## Conduct

While on the Perth East Public Library property and/or while performing volunteer activities for the library, volunteers are prohibited from:

1. Being under the influence of, using, possession, selling or being otherwise involved with illegal drugs and/or cannabis
2. Abusing alcohol.
3. Abusive use of controlled substances

## Ending Volunteer Positions

Volunteers who do not adhere to the policies and procedures of the Library or who fail to satisfactorily meet the expectations of their volunteer assignment are subject to dismissal.

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## APPENDIX A

### Volunteer Canada's Safe Steps Screening Program

Volunteer Canada has developed a Safe Steps Screening Program. The program has 10 potential steps. Which steps you choose should be based on the level of risk associated with a particular task or position. For example, applicants for low risk positions may not need police checks but all ten steps should be applied to positions or tasks where the level of risk is high. This means a volunteer who maintains your website and a volunteer who runs a family reading circle could be subjected to a different level of screening based on the risks involved with each position.

Here are Volunteer Canada's 10 Safe Steps:

1. Determine the risk
2. Write a clear position description
3. Establish a formal recruitment process
4. Use an application form
5. Conduct interviews
6. Follow up on references
7. Request a Police Records Check
8. Conduct orientation and training sessions
9. Supervise and evaluate
10. Follow up with program participants.

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APPENDIX B



Volunteer Application

Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

Do you have a valid Driver's License \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, which class: \_\_\_\_\_ G1 \_\_\_\_\_ G2 \_\_\_\_\_ G

Do you have experience working with children or volunteering? If so, where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List some of your interests, hobbies, and skills (i.e. tutoring, arts/crafts, helping children read, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list days and times when you are available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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