

PEOPLE'S PLACE

Volunteer Policy

Approved By: Board of Directors

Review/Revision Date: 05/01/2009

I. PURPOSE

The purpose of this policy is to provide overall guidance and direction for volunteers.

II. POLICY STATEMENT

It is the policy of People's Place to accept and encourage the involvement of volunteers at all levels of the agency and within the appropriate programs and activities.

III. APPLICATION

This policy applies to all People's Place volunteers.

IV. DEFINITIONS

Volunteer-anyone who without compensation performs a task at the direction of and on behalf of the agency.

V. STANDARDS

- A. Volunteers are not to displace any paid employees from their positions.
- B. No person who has a conflict of interest with any activity or program of the agency, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the agency.
- C. Volunteers shall be given meaningful assignments, shall be treated as equal co-workers, shall have effective supervision and shall have recognition for work done.
- D. Volunteers shall maintain confidentiality of all information, whether the information involves staff, clients or other individuals involving agency business to which they are exposed while serving as a volunteer.
- E. Volunteers shall call their supervisor if they will be absent.
- F. Volunteers are asked to give written notice of their resignation to allow time to fill schedules.
- G. Volunteers are not employees of the agency.
- H. Volunteers should receive appropriate training, orientation and screening based on the functions they will be performing and program requirements.
- I. Volunteer records will be maintained by Human Resources.