



Policy #55

Volunteer Policy

Approved by Council: March 19, 2014

1. Introduction

Township of Southgate exists to involve more people more effectively in volunteering to help solve real problems and enrich communities.

It does this by:

- Working with the Township of Southgate to improve the diversity and quality of volunteer placements.
- Providing potential volunteers with the means to access volunteering opportunities.
- Helping people who might otherwise have found themselves excluded to take part in their communities.

Township of Southgate is committed to involving volunteers directly within the organization to:

- Contribute to the delivery of our services
- Make sure we are responsive to the needs of our users.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Township of Southgate:

- Recognizes that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organizational structure and that mechanisms are in place for them to contribute to the volunteer centre's work.
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognizes that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving volunteers.

- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with Hiring Policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with Township of Southgate will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the organization and specific information on the volunteer post in which they are interested. Volunteer Board Members will be given a role specific induction and information pack.

All volunteers will be asked to complete a simple registration/ application form appropriate to the role that they are applying for and to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles both with Township of Southgate and other volunteer involving organisations.

Every volunteer role will undergo a risk assessment. For volunteer roles which involve 'regulated work' such as care giving and/or sustained and direct contact with children or vulnerable adults, Township of Southgate has a legal obligation to ensure that volunteers are not barred from working with children or vulnerable groups. Potential volunteers for such roles will be required to obtain Police background check. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed.

Where the volunteering role is emotionally demanding these sessions also give volunteers the opportunity to access emotional support from the organisation.

7. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them. Township of Southgate is committed to developing consultation and representational procedures for volunteers.

8. Records

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, crisis contact, correspondence and any other relevant information in accordance with Township of Southgate code of conduct policy.

9. Expenses

Township of Southgate will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

10. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.

11. Health and Safety

Township of Southgate will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with the centre's Health and Safety policy.

12. Equal Opportunities

Volunteers and staff will work in accordance with Township of Southgate equal opportunities practices and will prevent discrimination on any grounds.

13. Problems

Township of Southgate has a procedure to help deal with grievances that volunteers may have. In line with this procedure volunteers have the right to discuss any concerns they may have with their named contact at any time.

14. Endings

When volunteers move on from their role for the Township of Southgate they may be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with the Township of Southgate.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

Township Of Southgate has a policy on how it will deal with any disciplinary issue regarding a volunteer.

15. Monitoring and Evaluation

Township Of Southgate will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed annually.

Township of Southgate

RR #1 185667 Grey Road 9
Dundalk ON N0C 1B0

Volunteer Application

Phone: (519) 923-2110 or (888) 560-6607
Fax: (519) 923-9262

www.southgate.ca

Position applied for or type of work sought:	
When are you available to start?:	

Personal Information:			
Last name:		Given names:	
Address:		Phone:	
		E-mail:	
City	Province	Postal code	

Education: Proof of credentials may be required			
Secondary School	Completed? D Yes D No	If incomplete, grade completed:	Province, territory or country of educational institution:
Post Secondary			
Degree / Diploma	Year obtained	Field of study	

Other Relevant Educational Information: Proof of credentials may be required
Licences, certificates and professional accreditations:
Other applicable knowledge, skills and qualifications: (Driver's licence type, equipment operation, software, CPR, First Aid, etc.):

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Volunteer Experience: (Optional, if you are attaching a resume that contains the information requested)						
May we contact your present employer? D Yes D No						
May we contact your past employers? D Yes D No						
Current or most recent employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		
Job title(s):	Brief description of duties:					
Volunteer Experience:	From:	Month	Year	To:	Month	Year
	City:			Province:		
Job title(s):	Brief description of duties:					
Volunteer Experience:	From:	Month	Year	To:	Month	Year
	City:			Province:		
Job title(s):	Brief description of duties:					

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Other information:

Are you: legally able to work in Canada?
 willing to work overtime (if required)?
 willing to work evenings (if required)?
 willing to work weekends (if required)?
 willing to provide a police check and driver's abstract (if required)?

Hobbies and Interests:

References:

Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):

I hereby certify that all information given in this application is true and complete. I understand that supplying false or incomplete information may be cause for immediate dismissal or other disciplinary action.

Signature

Date

I:\FORMS\PERSONNEL\Application for Employment.doc