

# VOL 01 Volunteer Program

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<b>Policy Title:</b>	Volunteer Program	<b>Policy Review Date:</b>	March 7, 2024
		<b>Next Review Date:</b>	March 2028

## 1.0 Background and Scope

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The Whitchurch-Stouffville Public Library values the important contribution volunteers make to our organization. By contributing their expertise, knowledge, and time, volunteers strengthen the Library's link to the communities we serve.

The volunteer policies provide guidance and direction to management, staff, and volunteers. The policies apply to all volunteers in all programs, including activities that take place outside the library.

The term "volunteer" refers to a person who performs services for the library without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and, who performs a task at the direction of, and on behalf of, the library.

Volunteers assist the library by enriching and enhancing library programs and services or freeing skilled paid library staff for other duties. Volunteers do not substitute for or replace paid employees.

## 2.0 Responsibility

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The CEO and designated staff oversee the volunteer program by:

- planning for effective volunteer utilization;
- assisting staff in identifying productive and meaningful volunteer assignments;
- recruiting suitable volunteers;
- training staff to supervise volunteers effectively;

- managing corrective action of volunteers;
- tracking and evaluating the statistical data reflecting the contribution of volunteers to the library;
- officially recognizing volunteers for their contributions; and
- maintaining liaisons with other volunteer-utilizing programs and organizations in the community.

The CEO will ensure that liability insurance covers volunteers.

### 3.0 Eligibility

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The library accepts community members as volunteers who are participating in student projects, corporate volunteer programs, and other volunteer referral programs. Volunteers must be residents of the Town of Whitchurch-Stouffville.

The minimum age requirement for volunteers is 12. For positions that require handling of money or supervision of children, volunteers must be at least 16 years of age.

The service of paid staff members as volunteers is accepted provided that the volunteer service is:

- initiated by the staff member;
- provided voluntarily; and
- involves work that is outside the normal scope of duties and working hours for that staff member.

Family members of paid staff are allowed to volunteer with the library but will not be placed under the direct supervision of their family members who are employees.