

VOLUNTEERS AND PRACTICUM STUDENTS

HR B2

INTENT

To support Volunteers, Practicum Students and other Students to experience a safe environment which provides a mutually rewarding experience based on consistent policy application and clear expectations.

POLICY

Sunshine Coast Community Services Society encourages and values the contribution made by volunteers and students. The agency encourages and recruits volunteers through service involvement, education programs and institutions, and community enquiries.

PROCEDURE

Each volunteer / student will:

1. Comply with the Society's Code of Ethics.
2. Sign the Confidentiality Agreement.
3. Be interviewed by the appropriate supervisor.
4. Have a confidential volunteer file containing all required information (including a criminal record search and note from guardian and/or educational institution stating permission if the volunteer is under the age of 18).
5. Receive an orientation prior to volunteering or completing work in a program.
6. Receive the Volunteer Handbook outlining rights and responsibilities.
7. Have a job description outlining duties, responsibilities, and supervisor.
8. Sign an agreement with the supervisor or volunteer coordinator.
9. Receive training as appropriate.
10. Not be asked to assume the work responsibilities of a unionized staff member in the event of a strike or at any other time.
11. Have the ability to claim minor expenses as pre-authorized by the appropriate supervisor.
12. Have the opportunity to receive feedback and evaluation regularly.

The supervisor will be guided by HR D4 (Discipline and Termination) and HR C5 (Conflict Resolution) if infractions requiring discipline and/or termination occur.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually