



CAMDEN COMMUNITY CENTRE INC

Volunteer Policy

Date: April 2008

Introduction

Camden Community Centre Inc recognizes the value to the community in enabling people to carry out volunteer work.

Volunteering allows people to participate actively in all facets of the community and enables Camden Community Centre to initiate, enhance and extend its services.

Policy

The Camden Community Centre acknowledges its obligations to support volunteers in the valuable work they do and aims to provide a safe, just and participatory work environment, which values differences and shared experiences.

It is intended that the involvement of volunteers will complement the work of paid staff, and not displace paid staff or be a threat to the security and job satisfaction of paid staff.

RESPONSIBILITIES AND PROCEDURES

- Volunteers will not be recruited until a determination has been made as to the tasks to be performed and the time, skills and experience required to perform the task.
- Recruitment and selection of volunteers will be based on matching the role requirements to the volunteers' skills, interests and attributes.
- Appropriate orientation, training, development and resources in line with the role will be provided.
- The interests of both paid and unpaid volunteer staff will be monitored in an effort to ensure they receive satisfaction from their efforts and to avoid exploitation or and inappropriate transfer of duties.
- A climate of mutual trust, recognition and support for and between staff – paid and voluntary and the Board of Management will be fostered at all times.
- Volunteers will be given a clear understanding of Organisational Expectations before they begin

- Provision will be made for out of pocket expenses
- All legislations in relation to health and safety, industrial matters and equal opportunity will be observed for volunteers as for paid workers
- Risk management procedures will cover all staff and include a safe working environment and insurance cover
- Grievance procedures will be in place and the volunteers kept informed of their rights.
- Volunteers will be expected to make realistic commitments in terms of both times and areas of involvement and the organization will expect these commitments to be fulfilled.
- Any dissatisfaction with performance levels of volunteers will be considered in the content of the workplace environment and dealt with as it occurs. A change in role or withdrawal of the offer of voluntary work will be considered only after the volunteer has been provided with an opportunity to improved performance to the required level.

Employees/Volunteers

Employees and volunteers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person

Employees and volunteers have a responsibility to:

- Report any incident or hazards at work to their manager or supervisor
- Carry out their roles and responsibilities as details in the relevant health and safety policies and procedures
- Obey any reasonable instruction aimed at protecting their health and safety while at the Centre.
- Use any equipment provided to protect their health and safety while at work
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- Consider and provide feedback on any matters, which may affect their health and safety.
- Ensure they are not affected by alcohol or another drug, which may endanger their own, or any other persons' health and safety.