

# Township of Manitouwadge

## Volunteer Policy

(Excluding Volunteer Fire Fighters)

### **Reason for Policy:**

1. To recognize the essential role that volunteers play in building a healthy and vibrant Manitouwadge and in contributing to making a community of choice for present and future generations.
2. To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the organization and to the municipal volunteers.
3. To provide a framework for municipal volunteers to complement and/or supplement Township of Manitouwadge programs, services and events
4. To provide high quality volunteer experiences for individuals who volunteer with the Township.
5. To ensure that municipal volunteers understand their responsibilities and commitments to the Township of Manitouwadge.
6. To minimize municipal volunteer turnover and increase retention of municipal volunteers for Township programs, services, and events.

### ***Objective***

This policy will provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience in Manitouwadge

### **Definitions**

Volunteer(s) - is anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

Volunteering - or voluntary action, refers to activities carried out by individuals, of their own free will, to shape and/or enhance their communities. Volunteer includes people assisting others, both formally and informally.

Paid staff - are people who receive financial compensation to assist your organization in fulfilling its mission.

Municipality / Township – The Corporation of the Township of Manitouwadge

### **Guiding Principles:**

- Volunteers have rights. Volunteers are a vital human resource and the Township of Manitouwadge will provide appropriate mechanisms to support volunteers. and commits to providing a safe and supportive environment for volunteers
- Volunteers act as representatives of the organization and also have responsibilities. Volunteers make commitments to the Municipality and should act responsibly and with integrity.
- Volunteers are valued and respected by everyone in the organization. The Township of Manitouwadge actively seeks the volunteers' input on programs and the organization's concerns.
- As representatives of the community-at-large, volunteers may actively participate in various levels of the organization. This ensures that services are responsive to the needs of the community members.
- Volunteers will not be assigned to displace any Township employee from a paid position.
- Training and supervision is provided to ensure volunteers understand their roles, responsibilities and limitations and are able to undertake them in an appropriate and safe manner.

### **Policy Statement:**

#### The Value of Volunteer Involvement

The Township of Manitouwadge values volunteers and believes that volunteerism:

- Promotes citizen involvement, social and community responsibility, participation, and interaction
- Contributes to a healthy community and a vibrant Manitouwadge
- Improves the quality of life in the Manitouwadge community

Thus, the Township of Manitouwadge will:

- Support volunteers and volunteerism in Manitouwadge
- Provide positive, meaningful volunteer experiences for individuals who volunteer with the Township
- Work with community and voluntary groups in order to strengthen, recognize and support volunteerism in Manitouwadge

### **Recruitment**

- Draft a brief recruitment message that includes volunteer position, duties, & duration of commitment (when applicable)
- Volunteer will complete Township of Manitouwadge Volunteer application form
- Interview interested candidates for the position(s) (when applicable)
- Select volunteers based on qualifications, suitability, and availability for the role
- Minimum Age for Volunteers is 14 years old. Anyone under 18 will require a parent to sign the volunteer agreement along with the volunteer.

### **Orientation, Training & Safety**

- Volunteers will receive an orientation and training which is specific to and appropriate to their volunteer role which may include health and safety or equipment related training programs at a cost to the municipality
- All volunteers working within the perimeters of the volunteer job description, past or present, are insured through the Township of Manitouwadge General Liability Insurance Policy with respect to duties performed on behalf of the Township of Manitouwadge.
- Volunteer will be assigned a municipal department manager and/or supervisor with whom the volunteer is to report to
- Volunteers will follow the Township of Manitouwadge's Health & Safety policies, procedures and any other policies that the Township may have.
- Volunteers will report health and safety incidents to department manager
- Township of Manitouwadge will supply safety equipment required for volunteer position with the exception of safety toed footwear.
- A check-in/out process for volunteers working alone will be determined by the volunteer/s department manager

- If required to drive a town vehicle while volunteering, a driver abstract will be required. Volunteers will provide their drivers license and name. The cost of the abstract will be covered by the Township of Manitouwadge.
- Volunteers may utilize their own personal non motorized equipment in the course of performing volunteer duties if desired. A list of equipment that is being used will be recorded on the volunteer sign in sheets. No personal motorized equipment may be used to perform volunteer duties unless authorized by the department manager.

### **Supervision and Performance Management**

- Volunteers will be assigned an individual who will supervise and support their involvement
- Supervisors will regularly give feedback to the volunteers on their performance and may provide training
- Volunteers will be given the opportunity to provide feedback on their volunteer experience with their department manager and/or supervisor.
- Evaluations and exit interviews will be conducted where appropriate.

### **Expectations of Volunteers**

Volunteers are asked to submit a resume and written indication of their motivation for volunteering, the type of work they would like to do, the dates and times they are available

- The Township and the volunteer will arrange a mutually beneficial project, work-plan and schedule
- Volunteers will keep a time-sheet to record the total time taken on a project
- Volunteers are encouraged to let their supervisor know when they must miss a prearranged commitment
- Volunteers may end the volunteer project at any time

### **Recognition**

Volunteers may be recognized by the Township of Manitouwadge, from time to time, based on the length of time they have been involved, and the significance of their contribution.