Volunteers

1. Objective

We welcome you to participate in the operation of the Library as a volunteer. You will perform a valuable service to the community, become more familiar with the Library and supplement the efforts of our paid staff.

2. Responsibilities

a) Under the direction of the Chief Executive Officer (CEO), the Manager of Community Outreach and Programs oversees our volunteer program by:

- planning for effective volunteer utilization, identifying with staff productive and meaningful volunteer assignments
- recruiting suitable volunteers
- training staff to supervise volunteers effectively
- tracking and evaluating the contribution of volunteers
- officially recognizing volunteers for their contributions
- maintaining confidentiality of records on volunteers
- ensuring volunteers are covered under the Township's liability insurance.

b) As a volunteer, you are responsible for:

- actively contributing to the best of your ability, and remaining loyal to the mission, policies and procedures of the Library.

- maintaining the confidentiality of all privileged information to which you are exposed, whether this information involves staff, volunteers, patrons, or Library business. Failure to maintain confidentiality could result in immediate dismissal.

- informing your supervisor in advance, should you expect to be absent from scheduled activity. Consistently not showing up will result in a discussion with staff and a decision if volunteering for the Library is the right fit for you.

- refraining from taking any action or making any statement which might affect or obligate the Library; for example, statements to the media, lobbying other organizations, or agreements involving contractual or financial obligations.

- presenting a good public image, both of yourself and the Library.

- maintaining whatever data on your work that your supervisor requires.

- ensuring your vehicle is insured if your work requires the use of a vehicle, and paying parking tickets and fines incurred during your work.

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3. Eligibility for Volunteering

a) "Volunteer" refers to a person who performs services for the Library without compensation or expectation of compensation, beyond reimbursement for pre-approved specified expenses.

b) You may volunteer if you are 14 years of age or more, or 10-14 years of age with approval by the CEO, and your volunteer hours do not fall within your school hours. For work that requires handling of money, you must be at least 18 years of age.

c) You may volunteer as part of a student project, corporate volunteer program, or other volunteer referral program.

d) You may volunteer if you are a paid Library employee provided that:

- You initiate the volunteer service
- You provide it voluntarily
- The work involved is outside the normal scope of your duties and working hours.

e) If you are a paid Library employee, your family members may volunteer provided that you are not their direct supervisor.

4. Program Administration

a) Our staff must enroll you as a volunteer prior to your beginning to work with us.

b) If you are 18 years or older, you must undergo a criminal record check (CRC) to volunteer with us. You must inform us of any change in the status of your criminal record immediately. We ask that you renew your CRC every five years if working with young children or vulnerable populations.

c) We provide a general orientation session on the Library's mission, Code of Conduct, premises, policies and procedures relevant to your work.

d) We provide a clear, current and complete description of the work we are asking you to do, and any training required by legislation in the performance of your work.

e) You report to a specific paid staff member and must work with a paid staff member.

f) If you apply for a paid position in the Library, we evaluate your qualifications on the same basis as other applicants.

g) Either party – you or the Library – may at any time change or terminate your volunteer arrangement. You or the Library need to provide reasonable notice of such intentions.