

VOLUNTEER MANUAL



POLICY AND PROCEDURE

PREPARED BY:

Manager Therapeutic Recreation and Volunteer Services

APPROVED BY:

Executive Director

NUMBER: 2-30

DATE: 03 Jan 97 R May 02 R 02 April 07 R 02 April 11
R 08 Aug 16

PAGE: 1 of 1

CATEGORY: VOLUNTEER PROGRAM

SELECTION

INTERVIEWS

Prospective volunteers will be interviewed by the Manager Therapeutic Recreation and Volunteer Services or her designate.

AGE

Volunteers must be a minimum of 16 years of age.

REFERENCE CHECKS

Where possible, three positive reference checks and a minimum of two must be obtained for all volunteer candidates.

CRIMINAL RECORD CHECK

All candidates must complete a Criminal Record Check (including a vulnerable sector check) completed within the past calendar year.

SELECTION

Selection is based on experience, skills, positive reference checks and the availability of a volunteer position.

FOLLOW UP

Unsuccessful applicants who were interviewed will be notified by telephone by the Manager Therapeutic Recreation and Volunteer Services.

All candidates will be contacted within two weeks of the interview date.