

VOLUNTEER POLICY

- all volunteers offering their services to the organization will have their offers dealt with promptly and be given a warm welcome, which reflects the value we give to volunteers
- throughout the organization it is recognized that volunteers play a very important role and their efforts contribute highly to the overall success of the organization
- the involvement of volunteers within the organization will be encouraged and supported whenever possible
- the role of volunteers will be clearly defined. In every situation where a volunteer is to be involved, tasks should be drawn up and volunteers should be adequately prepared for the tasks which they will be undertaking
- volunteering will never be seen as a substitution for paid employment. The work of volunteers will be that of a supportive, complementary nature alongside paid staff (if there is paid staff). It is important that the roles of all volunteers be understood by both staff and volunteers.
- having a clearly defined and agreed role for a volunteer helps the volunteer to understand what is expected of him/her. As far as possible specific activities should be identified for which a volunteer can take responsibility
- training will be given to all volunteers and will be reviewed and updated regularly so that everyone is comfortable in their tasks and all are experiencing the joy of volunteering
- there will be ongoing communication with volunteers
- if it is necessary to discontinue the volunteer's service this should be done in a sit down face to face amicable meeting between the leader and the volunteer
- REMEMBER NOT TO OVERWORK VOLUNTEERS....TEACH ALL TO DELIGATE BY EXAMPLE
- REMEMBER THAT VOLUNTEERS MAY BE SHY TO ADMIT THEY DO NOT LIKE WHAT THEY ARE DOING – THUS COMMUNICATION IS OF PARAMOUNT IMPORTANCE. RATHER THAN LOSE A GOOD VOLUNTEER FIND ANOTHER TASK FOR THEM THAT THE ENJOY.
- HAPPINESS AND APPRECIATION IN WHAT WE DO IS KEY TO A SUCCESSFUL VOLUNTEER EXPERIENCE FOR ALL