

Policy: Volunteers - Recruitment and Assignment

Department: Library

Effective Date: March 2018

Revision Date:

Next Year of Review: 2022

Volunteer assignments at the Bruce County Public Library balance the needs of the library with the interests and abilities of our volunteers.

Section 1: Requests for Volunteers

Opportunities for volunteer placement are identified by the Library Board, CEO and staff.

Written requests include a description of the volunteer assignment, duration of assignment and a proposed start date. All staff should understand that successful recruitment of volunteers is enhanced by creative and interesting jobs.

Section 2: Volunteer Position Descriptions

Position descriptions are developed in consultation with staff before proceeding with recruitment.

Volunteers are given clear, complete, and current descriptions of the duties and responsibilities of their assignment.

Position descriptions include a title, a summary of the assignment, a list of responsibilities, qualifications and benefits, any training requirement, the time commitment needed for the assignment, and the name of the branch supervisor to whom the volunteer reports.

The volunteer position descriptions are reviewed with the volunteer prior to beginning the assignment.

The library's volunteer position descriptions are reviewed and updated at least every two years or whenever a position substantially changes.

Related Documents

Bruce County Public Library - Responsibility of Volunteers

Bruce County Public Library - Volunteer Program