

GRAND VALLEY PUBLIC LIBRARY POLICY

VOLUNTEER POLICY

Date of Review: Feb. 13, 2008

Motion: #6

Chairperson's Signature:

1.1 MISSION

The purpose of the volunteer program is to enhance public library service by recruiting and training volunteers who will perform jobs designed to improve the delivery of the library service. The jobs will be designed to provide maximum benefit to the library and valuable experience to the volunteer. Volunteer positions will not take the place of paid staff.

FOR ALL VOLUNTEER POSITIONS

The Library will provide professional reading material to help volunteers in establishing programs. i.e. how to run a successful bazaar, how to tutor for literacy.

Volunteers will not have access to the Library unless staff is present.

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1.2 RECRUITMENT OF VOLUNTEERS

Advertise positions in local newspaper and in-house as needed.

THE CEO WILL BE RESPONSIBLE FOR:

1. Screening and interviewing.
2. Orientation and training.
3. Supervision.
4. Evaluation.

THE CEO WILL REPORT TO THE BOARD ON THE STATUS OF THE VOLUNTEERS.

RECOGNITION

1. Recognition will be given to volunteers either during volunteer week or at the library's Annual Spring Program.
2. Recognition will be yearly.
3. Recognition will include a certificate indicating the number of years served.
4. Recognition will include a gift appropriate to each volunteer.

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1.4 JOB DESCRIPTION –BOOK SALE AND SILENT AUCTION.

PURPOSE: To raise funds for specific projects as indicated by the Board.

JOB DESCRIPTION OF PERSON(S) CHOSEN TO HEAD COMMITTEE:

1. Draw up or review organization plan.
2. Recruit volunteers to serve on committee.
3. Chair the committee which will conduct the event.
4. Retain accurate records of procedures.
5. Promote the events in consultation with the CEO.
6. Recruit volunteers for baking and bazaar items.
7. Organize a draw and/or raffle as part of the event.
8. Set up and take down event.
9. Keep records of costs and turn over proceeds to CEO.
10. Make regular reports to CEO.

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1.5 JOB DESCRIPTION - SHUT-IN SERVICE

SHUT-IN MEANING UNABLE TO LEAVE THE HOME BECAUSE OF A DISABILITY OR ILLNESS.

REQUIRED:

1. Car.
2. Valid drivers' license.
3. Cell Phone.
4. Police background check.

DUTIES:

Deliver and pick up books from those who are shut-in.

Library Staff will choose the books and inform the volunteer when they are needed to deliver or pick-up material from a shut-in.

The Library to provide identification to volunteers providing shut-in service.

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1.6 JOB DESCRIPTION - EMPTYING BOOK DROP

1. Empty drop box.
2. Check material in on the computer noting any reserves.
3. Re-shelve the material.
4. Reliable and available as library hours dictate.
5. Trained by staff.

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1.7 JOB DESCRIPTION - STORY TIME VOLUNTEER

1. Prepare craft materials for Story Time as directed by staff.
2. Keep Story Time cupboard in kitchen tidy.
3. Clean tables and chairs in program room after Story Time.

This volunteer position would require approximately two hours per week.

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Date of review: Feb. 8, 2012

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1.8 **STUDENT VOLUNTEERS**

The Ontario Ministry of Education requires in the secondary school curriculum that students perform forty (40) hours of mandatory community service.

The Grand Valley Public Library welcomes students to the Library to help them complete their forty (40) hours of community service.

Students who are granted placements will be subject to the same conditions of absence and dismissal as stated in the Personnel Policy of the Board for all employees.

Duties assigned to student volunteers may include the following:

Shelving fiction books

Straightening and facing the books on the shelves.

Other minor tasks as determined by the staff.

Student volunteers will be supervised by the Staff on duty.

In order that there is an appropriate level of supervision and to ensure that the experience for the student is a positive learning experience not more than one (1) student volunteer will be granted a placement at the library at any given time.

While students will be subject to a probation period, the library may terminate a placement at any time in accordance with the Personnel Policy.