

TOWN OF THE BLUE MOUNTAINS

POLICY & PROCEDURES

Subject Title: Volunteer Policy – Craigleith Heritage Depot

Corporate Policy (Approved by Council)

Policy Ref. No.: CHD POL 001-08

Administrative Policy (Approved by CAO)

Department Policy: (Approved by Dept Head)

Name of Dept.: Recreation

Date Approved: 2008-02-21

Staff Report:

Policy Statement

The Craigleith Heritage Depot recognizes the importance of volunteer support in enhancing programs and services and maintaining a high level of community involvement.

Purpose

The purpose of this policy is to provide guidelines for the operation of a Craigleith Heritage Depot volunteer program. Standards will be established in which to govern the program.

The purpose of the Craigleith Heritage Depot volunteer program is to;

- To enrich and expand the Craigleith Heritage Depot services through the use of skilled volunteers.
- To provide opportunities for public involvement.
- To provide a learning environment for those volunteers looking to acquire museological skills.
- To foster and celebrate a spirit of community involvement.

Application

This policy applies to staff and volunteers of the Craigleith Heritage Depot as appropriate to their roles and responsibilities.

Definitions

A volunteer is an individual who freely chooses to offer his or her services to the Craigleith Heritage Depot without the expectation of financial compensation.

Procedures

Potential volunteers will be required to:

- Complete and sign a volunteer application form.
- Complete an OPP criminal record check. Allow 4-6 weeks to receive completed check, then submit to Craigleith Heritage Depot Curator. All criminal records checks are kept strictly confidential in a secured area. Applicants who will be working with children or vulnerable citizens will be asked to complete and submit a second OPP form, "Request to search Pardoned Sexual Offender Data Base".

Upon completion, the applicant will then be invited to an interview and orientation session in which he/she will receive a tour of the facility and description of duties available from which to choose.

Applicants will not be denied selection on the basis of nationality, age, sex, or physical ability.

Applicants under the age of 16 will require written consent of a parent or guardian and shall be supervised by a parent or guardian while working at the Craigleith Heritage Depot.

All actions of volunteers and staff shall be based on the fundamental values of honesty, integrity, fairness, respect, trust, responsibility, accountability and devotion to duty.

All volunteers must agree to the following guidelines upon invitation into the volunteer program:

- To record activities in the volunteer log book for statistical purposes.
- To protect the privacy and hold in confidence all acquired information concerning visitors, staff, committee members, donors and volunteers.
- To interact with and serve the public in a friendly, respectful, conscientious and efficient manner.
- To adhere to the Craigleith Heritage Depot mission statement and approved policies.
- To conduct themselves in a manner conducive to the well-being of the Craigleith Heritage Depot and perform no action that could, accidentally or otherwise, bring the organization into disrepute.

The Craigleith Heritage Depot will recognize volunteer contributions through annual celebrations and in other ways deemed appropriate by the Museum Advisory Committee.

Exclusions

N/A

References and Related Policies

Town of The Blue Mountains Health and Safety Policy
Craigleith Heritage Depot Fire Safety Plan

Consequences of Non-Compliance

The Director of Recreation may dismiss volunteers who do not act in the best interest of the Town of The Blue Mountains Craigleith Heritage Depot.

Review Cycle

This policy will be reviewed annually by Department staff and the Museum Advisory Committee.