

## **Volunteer Overview**

A volunteer is someone who, without expectation of financial compensation beyond reimbursement of expenses, performs a task at the request of and on behalf of The County Of Elgin. The County of Elgin recognizes that volunteers are a vital human resource in developing and enhancing The County's programs and achieving the Corporations mandate. The County of Elgin is committed to providing opportunities for volunteers to practice and develop their skills while contributing to the County.

## **Volunteer Responsibilities**

The County of Elgin expects all volunteers to:

- Conduct themselves in a professional and safe manner at all times.
- Fulfil their commitment to serve.
- Be willing to learn.
- Accept supervision.
- Respect confidence and protect privileged information.
- Promptly contact the staff supervisor if they have any difficulties or concerns.
- Work co-operatively with others.
- Serve as a responsible representative of The County of Elgin.
- Follow and adhere to all Human Resources Policies.
- Follow and adhere to laws and regulations including, but not limited to, the ESA, Health and Safety Act, and the Human Rights Code.

## **Recruitment and Selection**

Becoming a volunteer for The County of Elgin involves, completing an application form, interview, screening, criminal check, reference check, signing of a Waiver for Volunteer Employees, selection, probationary period, training and evaluation. Recruitment is based solely on merit.

## **Application**

Applicants under 18 years of age must have the permission of a parent or guardian. The County of Elgin requires the signature of the parent or guardian on the application form.

## **Interview**

All potential volunteers will be interviewed by the supervisor in conjunction with Human Resources to determine the volunteer's interests and suitability. Once an interview is completed, the supervisor will have two weeks in which to contact the potential volunteer with a response of acceptance or denial. Any notes taken during the interview process, are to be forwarded to Human Resources. Refusals can be made if;

- The volunteer applicant does not have the skills necessary for the desired position.
- The volunteer refuses to sign the Waiver for Volunteer Employees.
- The volunteer refuses to acquire a police security check. Please see Human Resources Policy 3.40.1 for exceptions.
- The police security check indicates a serious infraction.
- References are not an endorsement of the applicant.
- Parents/guardian do not sign the application form, if the applicant is under 18 years of age.

## **Withdrawal of Services**

Withdrawal of services is at the discretion of the Manager or Director.

## **Computer Use**

Volunteers who with the permission of their supervisor, may have access to The County of Elgin computer equipment. Human Resources policy 13.10 must be followed at all times.

The County of Elgin is an equal opportunity employer and carries out hiring based on non-discrimination of the Human Rights Code.