

MUNICIPAL VOLUNTEER POLICY

1.0 Purpose

To develop a consistent process that supports municipal volunteers and volunteerism by establishing expectations, best practices and minimize risks.

2.0 Scope

To apply to all volunteers who represent the Town of Greater Napanee including those providing mandatory community service for the criminal justice, education and social system. This policy does not apply to the “volunteer firefighters” position or education placements.

3.0 Policy

The Corporation, and staff value and respect all Volunteers.

Volunteers make commitments to the Municipality and should act responsibly and with integrity. As representatives of the community-at-large, volunteers may actively participate in various departments/events/committees of the Corporation.

All volunteers performing duties on behalf of the Corporation are insured through the Town of Greater Napanee’s General Liability Insurance Policy. All volunteers will be assigned with a municipal manager/supervisor to report to.

Volunteers will follow the Town of Greater Napanee’s Health & Safety policies and procedures. All health and safety incidents must be reported to the assigned municipal manager/supervisor. The Town of Greater Napanee will supply safety equipment that is required for the volunteer position except safety toed footwear.

If required to drive a town vehicle while volunteering, a driver abstract will be required. Volunteers will provide their driver’s license and name. The cost of the abstract will be covered by the Town of Greater Napanee.

Training and supervision is provided to ensure volunteers understand their roles and responsibilities.

4.0 Responsibilities

Council

- Support the Municipal Volunteer Program within the Corporation

Corporation

- Provide an overview of the volunteer responsibilities with a specific department/event
- Keep volunteers informed of new policies and procedures
- Track volunteer hours worked within each department
- Take all reasonable precautions to protect the health and safety of Volunteers while assisting the municipality
- Provide training to volunteers on items such as but not limited to - health & safety awareness, accessible customer service, responsibilities of the volunteer, policies and procedures.
- Recognize Volunteer's contribution to the Municipality

Volunteer

- Maintain confidentiality of information
- Represent the "Town" in a professional, respectful manner
- Speak with the "Town" representative when issues arise
- Read and follow the Volunteer Program and applicable policies and procedures.

5.0 Training

Volunteers will receive an orientation and training on the Municipal Volunteer Program and any information that is specific to and appropriate to their volunteer role. Mandatory Ministry of Labour Health and Safety Awareness and Integrated Accessibility Standards Regulation training must be completed and recorded.

6.0 Accommodation

The Town of Greater Napanee is committed to developing an inclusive, barrier-free recruitment and selection process, accommodations and working environment for Volunteers with a Disability. Information received relating to accommodation requirements is used only for intended purpose.