

	<p>Program Policy and Procedure Manual</p>	<p>Section Volunteers</p>
<p>Policy IX. 1</p>	<p>Volunteer Selection</p>	<p>Effective: 4/1/11 Revision: 11/19/15</p>

Policy: To engage interested and appropriate individuals in furthering the mission of the Victim Service Center on a voluntary basis.

Purpose: Volunteer shall be recruited from the community to fulfill a variety of support functions for the agency and become advocates of the agency in the community.

Procedure:

1. The Volunteer Coordinator shall establish a plan to advertise, solicit, screen and utilize volunteers to function in support of the agencies mission and goals. Volunteer Coordinator shall work with existing VSC staff and/or Volunteers to develop volunteer service opportunities based on identified agency needs that could be fulfilled through the use of volunteers.
2. All interested volunteers shall first attend volunteer orientation which is offered at the VSC Admin Office on a bi-monthly basis. Volunteers who attend orientation will be provided with an overview of the agency, volunteer application, volunteer release form and other pertinent documentation. The volunteer forms can be turned in after the orientation or at another date prior to the first day volunteering.
3. Once the volunteer has completed orientation and submitted the required paperwork, they will complete a Level 2 background screening, at their cost, in advance of acceptance as a volunteer.
4. Volunteers shall not begin their volunteer experience at VSC until a background clearance has been secured. One-time indirect service volunteers are not required to complete a background check.
5. After the background screening is completed, the Volunteer Coordinator will meet with potential volunteers to discuss areas of interest and create a volunteer schedule.
6. Selected volunteers will sign the volunteer agreement with the understanding that their services are non-compensated during their volunteer experience.
7. Volunteer Coordinator shall redirect non-selected volunteer applicants to other possible fields or agencies if their personal characteristics and skills are not a match or appropriate to act in a volunteer capacity.
8. If an interested individual is a former client, they may only begin the volunteer process at the Victim Service Center if their case has been closed for at least one.