

	<p>Program Policy and Procedure Manual</p>	<p>Section Volunteers</p>
<p>Policy IX. 3</p>	<p>Volunteer Job Descriptions</p>	<p>Created: 11/19/15</p>

Policy: To determine various opportunities for each volunteer based on level of service, skill set and individual interests.

Purpose: Volunteers will have a thorough understanding of the levels of service and types of volunteer opportunities available to them at VSC.

Procedure:

1. Volunteer Coordinator will work with fellow staff to determine agency needs and create job descriptions based on those needs.
2. Volunteer job descriptions will be broken down into advanced service, indirect services, community work groups, and one-time volunteer opportunities.
3. Opportunities and job descriptions will be added, as needed, to the volunteer manual.
4. Volunteer opportunities and jobs will be separated into 2 service levels, indirect and advanced service.
5. Levels in service and job descriptions will be thoroughly review and provided to volunteers at Volunteer Orientation.
6. Job Descriptions will include:
 - a. Essential Duties and Job Functions
 - b. Requirements
 - c. Training & Paperwork
 - d. Time Commitment