



## Volunteers

### Operational

#### Purpose

To create opportunities for community members to actively contribute to the Library's mission of excellence in connecting the community to innovation, discovery and creativity.

#### Principles

The Library will plan for effective utilization of volunteers by identifying productive and meaningful assignments. The Library will recruit suitable volunteers, traing staff to effectively supervise the volunteers and track and evaluate their contribution to the Library. The Library will officially recognize the contributions of the volunteers on an annual basis. Eligible volunteers are a minimum of 14 years old and are students who are participating in activities for an education requirement, students requiring internship or placements or individuals who wish to actively participate in the community.

The Library will ensure that the principles and procedures of the AODA standards are followed with respect to volunteer recruitment.

In keeping with best practices the Library will require a Police Check or Police Vulnerable Sector Check for persons volunteering with vulnerable individuals, children, elderly persons, the disabled, etc.

Volunteers must complete the mandatory training with respect to Occupational Health & Safety Act, WHMIS, and Accessibility for Ontarians with Disabilities and abide by the Library's Code of Conduct.

Board members are volunteers however they are considered under other policies.

#### Defined Terms

**Volunteer:** a person who performs tasks for the Brantford Public Library ("the Library") without wages, benefits or expectation of compensation. Volunteers are not employees nor do they replace paid staff.

## Policy

### Legislation

The Accessibility for Ontarians with Disabilities Act

The Occupational Health and Safety Act

- Workplace Violence and Harassment Bill 132/168
- Occupational Health & Safety Training for Workers in Ontario

### Practice

Opportunities for volunteer placement are based on capacity and need.

Job descriptions will be created for each volunteer position.

Volunteer positions will be posted in a manner accessible to the community.

Applicants for volunteer positions will complete the selection process which includes an in-person interview to ascertain the suitability, interest and ability for the position.

Volunteers will report to a specific staff member who will be responsible for supervision, support and direction.

All volunteer positions begin with a probationary period to evaluate the extent to which the objectives of the Library and the volunteer are being satisfied

If the volunteer assignment is not suitable, the Library will explore other options such as a change in the assignment, reassignment or placement termination.

## History

**Supersedes:** Not applicable

**Background documents, related policies:** The Accessibility for Ontarians with Disabilities Act, The Occupational Health and Safety Act

**Approval Date:** November 2017

**Revision History:** Not applicable

**Projected Review Period:** Not applicable

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