



Volunteer Requisition Policy

Purpose

Caledon Community Services (CCS) recognizes the vital role that volunteers play in the daily operations of our agency. CCS strives to streamline the process of requesting volunteers.

Policy

Detailed requests for volunteers will be submitted in writing to the Volunteer Resource Specialist. Working with the staff member a volunteer position description will be created. Upon approval the recruitment process will begin.

Procedure

1. Detailed requests for volunteers are submitted by staff to the Volunteer Resource Specialist using the Volunteer Request Form.
2. When a suitable candidate has been found, the Volunteer Resource Specialist will notify the requesting staff member.
3. Every effort will be made to fill vacancies in a timely manner.
4. Volunteers will be referred to the area of their choice, or where they are considered most suitable considering their skills, talents and goals.

References:

Volunteer Request Form

Date Developed: November 2015

Date Approved: January 2016