

EVANSVILLE ARC VOLUNTEER/VISITOR PROGRAM

DEVELOPMENT DEPARTMENT

The Development Department will oversee the Volunteer Program including the recruitment effort, communication with potential volunteers, the volunteer application process, and assisting volunteers in choosing their area of interest. All requests for volunteer applications or information regarding the Volunteer Program should be forwarded to the Development Department.

Any exceptions to this policy must be approved by the President or the appropriate Department Director.

Visitor – A person who observes or assists for fifteen hours or less per month, and does not serve more than 24 hours cumulative during the course of one year, as part of a community awareness activity or educational opportunity. A visitor does not provide hands-on personal care for clients. A visitor does not receive wages, benefits, or compensation of any kind. Visitors must be at least 12 years of age. Visitors under the age of 18 must be accompanied by a parent, guardian or other supervising adult at all times. All visitors must be approved by the appropriate Department Director. Appropriate orientation will be conducted, as needed.

Volunteer – A person who assists the agency by performing tasks as needed. Volunteers always serve in the presence of an ARC employee. A volunteer does not provide hands-on personal care for clients. A volunteer does not receive wages, benefits, or compensation of any kind. Volunteers do not replace paid staff, but enhances and extends the services provided by Evansville ARC. Volunteers are not considered employees of Evansville ARC. Volunteers must be at least 18 years of age.

VOLUNTEER APPLICATION PROCESS

- 1) The volunteer application is completed and reviewed by the Volunteer Coordinator. Photo ID must be provided by the volunteer.
- 2) An interview will be conducted with the volunteer applicant by the Volunteer Coordinator or the appropriate Department Director to determine applicant's skills and desires. The interview process allows the volunteer to make a realistic, informed decision about accepting volunteer placement.
- 3) The applicant will be advised if it is determined that a volunteer partnership can be formed between him or her and Evansville ARC.
- 4) If the position is approved, the Volunteer Coordinator collects references and forwards the applicant's permission for criminal history check, TB test and drug screen to be scheduled by HR department. Volunteers may be subjected to random drug screening.
- 5) Orientation appropriate for the volunteer position will be conducted by the Development Department staff and the Department Director/designee. Proof of orientation will be documented and kept in the volunteer's file.
- 7) Once the volunteer has completed orientation, the Department Director/designee will be responsible for all communication with the volunteer regarding schedule, concerns, etc.
- 8) Volunteers will be asked to complete and return a feedback form. The form will be issued after the volunteer has completed 48 hours of volunteer service.
- 9) The Development Department will maintain the Volunteer Program files which include at minimum a yearly review of the volunteer's contribution to the agency.