



TITLE: Volunteer Policy		
COMMITTEE: Internal	Passed: 04/01/2018	Review Period: Every 5 years
Topic: Volunteerism	Amended: 04/01/2022	Date of Next Review: 04/01/2023

Volunteer Policy

The Ponoka Jubilee Library appreciates and encourages volunteerism. Volunteers will not be asked to replace the work done by paid library staff.

Volunteers may help the Ponoka Jubilee Library expand and enrich its services in the following ways:

- Assist staff in critical daily tasks;
- Add services of value to new and existing programs;
- Promote public awareness of library services;
- Increase public involvement and support of the Library;
- Promote civic engagement.

The selection of applicants will be reflective of the Ponoka Jubilee Library's commitment to diversity.

The minimum age for Library volunteers is 14. Volunteers under the age of 18 must provide written parental consent. Volunteers under the age of 18 may not work without direct supervision of a staff member or an adult volunteer who has provided an RCMP Criminal Record and Vulnerable Sector Check as per the Alberta Employment Standards Act.

Volunteers may not perform activities that could reveal confidential patron information.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the Library's personnel policy. Volunteers can be released from duties at any time at the discretion of the Library Manager.

The Ponoka Jubilee Library does not provide any medical, health, accident or worker's compensation benefits for any volunteer.

References:

'Personnel Policy'

'Alberta Employment Standards Act'