

SMOKY LAKE PUBLIC LIBRARY

POLICY NUMBER: **507**

SUBJECT: **Job Description – Volunteer**

Date Passed ___September 9, 2014___ Board Chair _____

Reviewed _____ Board Chair _____

Background

The purpose of this policy is to define the roles and responsibilities for volunteers within the Smoky Lake Public Library. The Library supports community volunteer participation in our organization.

Definitions

A volunteer is a member of the community who agrees to undertake, without pay, a designated task that supports a Library sponsored activity.

The volunteer program creates opportunities for individuals to perform a valuable service to the Library patrons.

Volunteers may be used to enhance or expand library services.

Volunteer Expectations

Duties may include:

1. Plan, prepare and present a program that will enhance library services.
2. Perform tasks as directed by library staff.
3. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer. This includes respecting the privacy of all staff and patrons.
4. Volunteers that are interacting with vulnerable members of society such as children, the elderly or persons with disabilities in the library will be required to provide an RCMP criminal record check with a ‘Vulnerable Sector’ check.