

Policy & Procedure Manual

VOLUNTEER SUPERVISION - HR-VII-4

POLICY:

Appropriate and accessible supervision will be provided to all volunteers at OPTIONS NORTHWEST. The identified Supervisor will ensure appropriate area orientation is provided to all volunteers, including orientation and training on the individual needs of the persons with developmental disabilities whom the volunteer will be supporting.

PURPOSE:

Adequate supervision is crucial to the success of the volunteer placement. The volunteer is entitled to know whom to contact if they have a question or concern. It is vital that the volunteer receives guidance and feedback from a placement Supervisor.

PROCEDURE:

1. If the area supervisor is not available to supervise the student, a placement mentor may be assigned and will be responsible for providing guidance to the volunteer, ensuring they are adjusting to the work area, maintaining regular contact and providing feedback.
2. Any questions, difficulties or concerns regarding the volunteer placement should be reported to the Area Supervisor and Coordinator, Health & Safety/designate immediately.
3. The Coordinator, Health & Safety is responsible for the overall co-ordination of the Volunteer Program and will be available to assist the supervisor/mentor and the volunteer if requested.

RECOMMENDED BY: Director, Human Resource

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: November 2005

AUTHORIZED BY: Executive Director

SIGNATURE:

