

VOLUNTEER POLICY

Volunteering for the Fremont County Library System can be a rewarding experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. Volunteers help us expand and enrich our services.

We support the effective utilization of volunteer time and talent as a way to:

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

The volunteer program serves the needs throughout all Library departments and services. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic. People volunteering for community service purposes will be considered on a case-by-case basis.

Volunteers under the age of 18 must have parental approval. Generally, the Library will not accept volunteers under the age of 14. Volunteers under 18 may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the organizational and personnel policies and established practices. Volunteers can be released from volunteer duties at any time at the discretion of Library Management.

The library system's liability insurance company will cover volunteers as long as volunteers follow the same standard as employees. Neither the County nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers are unpaid, but the library system will reimburse pre-approved expenses that are incurred in the course of duty.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide a staff person designated to administer the volunteer program
- Provide written position descriptions for volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Provide a safe working environment where volunteers are not placed in situations that a reasonable person would consider dangerous
- Exhibit the Library's appreciation for work performed

Individuals interested in volunteering at the Library must complete a volunteer application at the Branch location where they wish to work.

Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application. A reference check will be completed before any candidate can begin an assignment.

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes. (Adopted April 1, 2015)