

Arc of Greater Beaumont Volunteer Program Policy

PURPOSE:

To clarify the screening, selection, training, guidance, counseling, termination and coordination process for the Arc of Greater Beaumont Volunteer Program, providing for proper placement of volunteers based on skills, interest, availability and need.

POLICY:

It is the policy of the Arc of Greater Beaumont to provide equal opportunity in all conditions of volunteer work without regard to race, religion, color, sex, age, national origin or disabilities. We are committed to a discrimination-free work environment, which also means free of sexual harassment. Volunteers are required to adhere to the screening/selection process as outlined under procedure. Further more it is the Arc of Greater Beaumont commitment to support and guide the improvement of volunteer performance. Volunteers are expected to demonstrate commitment to the mission and values of the Arc of Greater Beaumont. Volunteers unwilling to meet these commitments and the commitment to improve performance will be terminated from the volunteer program.

POCEDURE:

1. Prospective volunteers must complete and application inquiring about areas of interest, skills, time availability and other pertinent information to help determine appropriate placement and duties.
2. Volunteers may be subject to criminal background checks prior to beginning their service. If and when an investigation has been completed and reviews appropriate personal will review for non-disclosed information. If discrepancies are found, appropriate action will be taken which may include denial of acceptance in the volunteer program. Any sanctions that occur during a volunteer's involvement in the program must be reported. Appropriate action will be taken, which may include termination.
3. New Volunteer are subject to attend an orientation prior to beginning their service training.
4. Teenage Volunteers must be of the required minimum age and have parental approval. Teens are subject to attend orientation prior to beginning their services.
5. The Arc of Greater Beaumont will use verbal guidance/counseling, re-assignment and termination to handle conflict/problem that might occurs between volunteers.

6. Verbal guidance/counseling: will bring to the volunteer's attention the problems identified with his/her performance, giving the organization an opportunity to clarify with the volunteer expectations for future performance. This should be done in private between an organizational board/volunteer coordinator and the volunteer being guide/counsel. At this first meeting the board member/volunteer coordinator needs to receive the volunteer's commitment to make the necessary changes within the mutually agreed upon time frame. If expectations are not met within the defined period of time, the board/volunteer coordinator may reassign the volunteer to another project/program. If the behaviors being addressed pose a problem regardless of the project/program, and there is no improvement after coaching and counseling, the volunteer needs to be terminated.
7. Termination: Volunteers who fail to show improvement after verbal coaching/counseling or reassignment will be terminated from their duties as an active volunteer.

Engaging in any of the following actions may be grounds for immediate termination:

- Provoking, instigating or participating in a fight;
- Possession of firearms, weapons or explosives;
- Engaging in threatening or intimidating conduct;
- Breach of confidentiality;
- Theft or willful damage to Arc of Greater Beaumont property;
- Impairment of work performance due to consumption of alcohol or controlled substances;
- Illegal possession, use or distribution or disposal of legal or illegal drugs;
- Conviction of a felony;
- Harassment, sexual or otherwise of another member, volunteer or other persons conducting business within our organization;
- Making false statements concerning the organization or an affiliate, or its members
- Engaging in an activity which creates a conflict of interest between the organization and the volunteer;
- Participating in or knowing of fraudulent activity and not reporting it to the board/staff.

APPROVED by the Arc of Greater
Beaumont on June 4, 2007