

Section	Resources	Section#:	3
Sub-section	Volunteers	Sub-section #:	3.6
Topic	Recruitment and Screening	Policy #:	3.6.2

Purpose

The purpose of this policy is to define the process for the recruitment and screening of Selwyn Public Library branch volunteers. Ennismore Thrift Shop and Causeway Treasure Trove volunteer applicants will be referred to Chemung Community Care.

A. Recruitment

The Library recognizes that the volunteer staffing component is constantly changing and therefore to ensure a steady volunteer workforce, the recruitment of volunteers will be on an ongoing basis.

Volunteer applicants must be at least 13 years of age, and volunteers under 18 years of age require the written permission of a parent/guardian. The Library will recruit volunteers with an array of skills and talents, employing a variety of methods to ensure that the library branches are staffed in an adequate manner. Volunteer positions may be flexible and could include project-based, seasonal, or ongoing commitments. Volunteers may work at one or all branches.

Procedure

1. Suggested modes of recruitment for volunteers may include:

- Library and Township website
- Library and Township newsletters
- Library information brochures
- Library membership applications
- Library outreach events
- Social media channels
- Flyers placed at Library service desk
- Posters on Library and community bulletin boards,
- News releases in community newspapers,
- Information distribution or personal contact with community organizations, service clubs, churches
- Community volunteer website
- Word of mouth

B. Screening Volunteers

The Library will ensure an appropriate, consistent screening process of volunteer applicants is followed during the recruitment process to ensure the interests of the Library and the users are adequately protected.

Procedure

1. Interested individuals will complete a written application form. There are separate forms for adult and youth applicants.
2. An interview will be conducted by Library staff to determine the qualifications, ability and suitability of the volunteer applicant.
3. Applicants 18 and over wishing to volunteer must submit an acceptable Criminal Record check - Vulnerable Sector prior to final acceptance.
4. Applicants 13-17 years of age are not required to submit a criminal record check but must provide written permission from a parent/guardian.
5. All volunteers must be fully vaccinated against COVID-19 and are required to provide proof of vaccination status as stated below:
 - The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, or
 - One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
 - Three doses of a COVID-19 vaccine not authorized by Health Canada; and
 - Their final dose of the COVID-19 vaccine at least 14 days ago
6. The Library does not necessarily accept all applicants and reserves the right to refuse an applicant based on the result of the above process. All volunteers will be contacted to inform them of the status of their application.
7. The Library will attempt to place an approved applicant within a reasonable length of time, but cannot guarantee that a suitable volunteer position will be available at all times. Should a suitable position not be readily available, the applicants will be encouraged to offer their services to another Branch.

C. Collection and Retention of Sensitive Information

1. Library staff are responsible for maintaining a confidential personnel file for each volunteer. If available, the following items will be included:
 - original application form
 - criminal record check
 - proof of COVID-19 vaccination
 - notes of any interviews
 - emergency contact information
 - signed oath of confidentiality
 - signed Volunteer Oath/Affirmation
 - formal reprimands
 - copies of letters of recommendation
 - letters of resignation, exit interview notes.
2. Volunteer records will be accorded the same confidentiality as staff personnel records. Volunteer personnel records will be retained for seven (7) years.

Attachments

- 1) Selwyn Public Library Criminal Record Check
- 2) Selwyn Public Library COVID-19 Vaccination Statement 7.0.2
- 3) Township of Selwyn COVID-19 Vaccination Policy 1.10
- 4) Volunteer Application
- 5) Youth Volunteer Application

History:			
Date of Original Board Motion:	February 2022	Motion #	2022.017
Date of Amendments: (if any)			
Date of Next Review:			
Attachments:			