

## **Volunteer Policy**

### **Value and Purpose**

Umatilla County Special Library District (UCSLD) values volunteerism as community engagement. The volunteers are a valuable resource of the UCSLD. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the District for the benefit of all.

The services that volunteers provide aid the District in making the best use of its fiscal resources and are meant to enhance, not replace, adequate staffing.

A volunteer in the UCSLD is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of UCSLD may not volunteer to do work they would otherwise be paid to accomplish.

The District Director or designee directs, develops, and administers the UCSLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The District Director or designee also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation acknowledging the benefit volunteers provide to the District and the communities it serves.

### **Equal Employment Opportunity**

UCSLD is committed to a policy of equality for all volunteer applicants. Volunteer decisions will comply with all applicable employment laws prohibiting discrimination as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

### **Volunteer Selection**

Volunteers are selected based on their qualifications in relation to the needs of the UCSLD at any given time. UCSLD volunteers are coordinated by the District Director or designee, and must be at least 12 years of age. Volunteer talents, experience, availability and interests will be considered in job assignments.

### **Volunteer Positions and Time Commitment**

#### **A. Categories of Volunteers**

1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the UCSLD.

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2. Youth—12 to 17 years of age. A parent/guardian of volunteers under the age of 18 must sign a consent form for their child to perform volunteer service hours at the UCSLD. Forms are available at the District office.

## **B. Volunteer Positions**

Volunteers may work in all areas of the District including:

- Book processing
- Shelving and inventory
- Book mending
- Maintenance and housekeeping
- Events coordination
- Collecting historical documents
- Display designing and implementing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Outreach
- Courier deliveries
- Friends of the Library

Volunteers will not be expected to do anything staff would not do.

## **C. Volunteer Time Commitment**

For most volunteer positions there are no minimum service hours required.

### **Attendance and Recording Hours**

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify the District Director or designee as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise the District Director or designee, as early as possible to allow sufficient time to find a replacement volunteer.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.

## **Volunteer Standards of Conduct and Termination**

Volunteers are asked to treat all staff and fellow volunteers with respect. This maintains an effective and positive space for all. Volunteers must also adhere to the same standards of conduct as UCSLD employees.