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# Administrative Policy



## **Volunteer Program Administrative Guidelines**

### **Volunteer Program:**

By Pierce County Library Board of Trustees directive, a Volunteer Program has been established and budget provided with which the program will be implemented and administered. There shall be a Volunteer Services Coordinator to manage the program.

### **Volunteer Selection:**

Procedures have been established for the application and selection of program participants. Placement of volunteers will be done on a work location basis based on site requirements and volunteers' interests and preferences, time available, skills and experience. Volunteer Program procedures are in the Branch Manual.

### **Volunteer Orientation:**

Volunteers will participate in an informational (training) orientation at their assigned location: either the department level of the Processing and Administrative Center or at the branch. Each volunteer will receive a handbook covering library guidelines and expectations.

### **Volunteer Supervision:**

Each workplace will have an on-site volunteer supervisor who will be responsible for work assignments, training and evaluation of participants. This supervisor will communicate with the Volunteer Services Coordinator on all volunteer issues.

### **Volunteer Job Descriptions:**

Volunteer job descriptions have been established and can be found in the Branch Manual.

### **Volunteer Recognition:**

Pierce County Library recognizes the value of its volunteers and, as such, they shall be recognized at system and/or branch levels.

### **Related Policies and procedures**

[Volunteer Policy \(Board Policy 1.16\)](#)

## **Administrative Policy 96-01**

**Effective November 14, 2016; Updated January 16, 2015**