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