
Board Policy



Volunteer Program Guidelines

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 Coordinator to manage the program. A Volunteer Advisory Committee comprised of staff members will be established.

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 orientation at both system and branch levels. 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 Coordinator on all volunteer issues.

Volunteer Job Descriptions:

Volunteer job descriptions have been established and can be found in the Branch Manual. New volunteer job descriptions may be established by the Volunteer Advisory Committee.

Volunteer Recognition:

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

Effective November 14, 1996