

Midland Public Library

Policy Type: **Volunteers**

Policy Number: **VOL - 02**

Policy Title: **Recruitment & Assignment**

Initial Policy Approval Date: April 2016

Last Review/Revision Date:

Year of next review: 2017

Volunteer assignments at the Midland Public Library balance the needs of the library with the interests and abilities of our volunteers.

Section 1: Requests for Volunteers

1. Opportunities for volunteers are proposed by staff to the Volunteer Program Manager or CEO.
2. Written requests include a description of the volunteer assignment, duration of assignment and a proposed start date. All staff should understand that successful recruitment of volunteers is enhanced by creative and interesting jobs.

Section 2: Volunteer Position Descriptions

1. Position descriptions are developed in consultation with staff before proceeding with recruitment.
2. Volunteers are given clear, complete, and current descriptions of the duties and responsibilities of their assignment.
3. Position descriptions include a title, a summary of the assignment, a list of responsibilities, qualifications and benefits, any training requirement, the time commitment needed for the assignment, and the name of the supervisor to whom the volunteer reports.
4. The volunteer position descriptions are reviewed with the volunteer prior to beginning the assignment.
5. The Library's volunteer position descriptions are reviewed and updated at least every three years or whenever a position substantially changes.