

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 4003

**SUBJECT:** ADMINISTRATIVE RESPONSIBILITIES FOR VOLUNTEERS

**POLICY:** Program Administrators who carry responsibility for volunteers are responsible for recruitment, selection, assignment, training, supervision, evaluation, and recognition.

**PROCEDURES:**

- 1) Program administrators must recruit volunteers and select them for appropriate positions within their programs.
- 2) A written volunteer duty statement and training will be given the volunteer.
- 3) The program administrator must supervise, monitor, and evaluate the volunteer on a regular basis.
- 4) The program administrator must recognize each volunteer's contribution to the agency annually.

**AUTHORIZED DATE:** 02/20/01

**REVISED DATE:** 04/29/05