

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 4004

SUBJECT: ROLES AND RESPONSIBILITIES OF THE VOLUNTEERS

POLICY: Catholic Charities shall utilize volunteers and the operating procedures specify the roles and responsibilities which volunteers may assume in direct service, advocacy, fundraising, and/or management activities.

PROCEDURES:

- 1) Individual Directors will orient their volunteers which will include an overview of Catholic Charities.
- 2) Volunteers will be trained, in the specific program in which they will spend time.
- 3) Volunteers will receive a volunteer duty statement, supervision, evaluation, and recognition from the program administrator.
- 4) The program administrators who utilize volunteers will report to their division directors about volunteer services.
- 5) Volunteers shall participate in ongoing in-service training as required by their supervisors.

AUTHORIZED DATE: 02/20/01

REVISED DATE: 06/25/09