

# Volunteer Eligibility and Application Policy

## 1. Eligibility Criteria:

1.1 **Minimum Age Requirement:** Volunteers must be at least 18 years old, unless specific programs or events permit younger volunteers under the direct supervision of a legal guardian or a responsible adult appointed by the organization.

1.2 **Background Check:** All volunteers may be required to undergo a criminal background check and, in some cases, additional screening processes, depending on the nature of the volunteer position. Certain positions may require a clear background check due to the nature of the work or access to sensitive information.

1.3 **Skills and Qualifications:** Volunteers must meet the skills and qualifications required for the specific volunteer position they are applying for, as outlined in the volunteer job description.

## 2. Application Process:

2.1 **Submission of Application:** Prospective volunteers must complete and submit an official volunteer application form provided by the organization. The application form should include personal information, relevant experience, skills, and availability.

2.2 **Interview:** Depending on the volunteer position, applicants may be required to participate in an interview with a representative from the organization. The interview helps assess the applicant's suitability for the role and allows the applicant to ask questions about the organization and their volunteer responsibilities.

2.3 **References:** Applicants may be asked to provide professional or personal references who can vouch for their character and suitability for the volunteer position.

## 3. Orientation and Training:

3.1 **Orientation:** All accepted volunteers must attend a comprehensive orientation session. During this session, volunteers will learn about the organization's mission, values, policies, and procedures. They will also receive an overview of their specific volunteer role and responsibilities.

3.2 **Training:** Volunteers will receive training specific to their roles, ensuring they are equipped with the necessary skills and knowledge to perform their duties effectively and safely.

3.3 All volunteers are expected to fulfill mandated reporter training, accessible through the provided link: <https://mandatedreporter.ca.com/training/volunteers>

**4. Supervision and Support:**

4.1 **Supervision:** Volunteers will be supervised by a designated staff member who will provide guidance, support, and feedback regarding their performance and conduct.

4.2 **Recognition:** The organization will recognize and appreciate the contributions of volunteers, which may include certificates, letters of recommendation, or other forms of acknowledgment.

**5. Code of Conduct:**

5.1 **Professionalism:** Volunteers are expected to conduct themselves in a professional manner at all times, respecting the organization’s policies, staff, clients, and fellow volunteers.

5.2 **Confidentiality:** Volunteers must respect the confidentiality of sensitive information they might have access to during their volunteer work. They are prohibited from disclosing any confidential information without proper authorization.

**6. Termination of Volunteer Relationship:**

6.1 **Volunteer Discontinuation:** The organization reserves the right to discontinue the volunteer relationship if the volunteer fails to adhere to the organization’s policies and guidelines or if their performance is unsatisfactory.

6.2 **Volunteer’s Right to Discontinue:** Volunteers have the right to discontinue their volunteer service with the organization at any time, with or without cause, by providing reasonable notice to the organization.

By signing below, you acknowledge that you have received, read, and understood Best S.T.E.P. Forward’s employee handbook and policies. You agree to comply with the policies outlined in this handbook.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Best S.T.E.P. Forward**