



Board of Trustees Policy

Title: Volunteer Screening, Orientation, and Training

Date Adopted: May 12, 2014

All potential volunteers shall attend a screening interview during our regularly open hours and an organizational orientation with a Volunteer Operations member. If deemed appropriate, the volunteer will receive a job assignment that suits his or her skills and the organization's needs. The new volunteer would then meet the coordinator with whom he or she will be working.

The following items will be reviewed with the volunteers during the screening interview:

- The Vision, Mission and Core Values of the Food Shelf
- The website and Facebook addresses
- Board policy manual
- Volunteer guidelines

The following items will be reviewed with the volunteer during program orientation:

- The name, phone number and e-mail address of the coordinator or Board member with whom he or she will be working
- Job description for the position he or she is filling
- A tour of the Food Shelf
- Keys or security code if authorized
- Procedure manuals pertinent to his or her position

Each volunteer shall receive appropriate training on the specific procedures and expectations of the job from the coordinator to whom he or she is assigned, or if not assigned to a specific operations group, then by the appropriate Board member or Volunteer Operations person.

Volunteer contact information shall be properly recorded with Volunteer Operations, the Operations Coordinators or Board members with whom the volunteers are working, and the individual publishing volunteer notes.