

Volunteer Policy for Anishinabek Employment & Training Services

Introduction

Anishinabek Employment & Training Services (AETS) recognizes the valuable contribution that volunteers make to our organization. Volunteers play a crucial role in supporting our mission to empower Indigenous communities through employment and training opportunities. This policy outlines the guidelines and expectations for individuals volunteering with AETS.

Purpose

The purpose of this volunteer policy is to establish clear guidelines for the recruitment, selection, training, and supervision of volunteers at AETS. It aims to ensure a positive and meaningful volunteer experience while aligning with the organization's values and objectives.

Volunteer Eligibility

- Volunteers must be at least 16 years old, unless otherwise specified for specific volunteer roles.
- Volunteers must undergo a screening process, which includes an application form, interview, and a vulnerable criminal record check.

Volunteer Roles and Responsibilities

- Volunteer roles at AETS may vary and can include support activities such as event coordination, workshop facilitation, mentorship, and more as per attached Volunteer Description.
- Volunteers are expected to adhere to the policies, procedures, and values of AETS while carrying out their duties.
- Volunteers must maintain confidentiality regarding sensitive information they may come across during their service.

Volunteer Recruitment and Selection

- AETS will advertise volunteer opportunities through various channels, including its website, social media, community networks, and partner organizations.

- Prospective volunteers will be required to complete an application form and may undergo an interview process to assess their suitability for the role.
- AETS reserves the right to accept or decline volunteer applications based on the organization's needs and the applicant's qualifications.

Volunteer Training and Orientation

- All volunteers will receive an orientation session to familiarize them with AETS's mission, values, policies, and procedures.
- Training specific to the volunteer role will be provided as necessary to ensure volunteers are equipped to fulfill their responsibilities effectively.

Supervision and Support

- Volunteers will be assigned a supervisor or point of contact who will provide guidance, support, and feedback throughout their volunteer experience.
- Volunteers are encouraged to communicate any concerns, questions, or suggestions to their supervisor or designated staff member.

Volunteer Code of Conduct

- Volunteers are expected to always conduct themselves in a professional and respectful manner, treating staff, clients, and fellow volunteers with dignity and courtesy.
- Volunteers must adhere to AETS's policies regarding confidentiality, conflict of interest, and non-discrimination. When there is a conflict of policy, the First Nation policy will prevail.
- Volunteers are not to accept any form of monetary gift or payment from a community, community member, elder or family unless authorized from the Program Coordinator.

Termination of Volunteer Service

- AETS reserves the right to terminate a volunteer's service if they fail to fulfill their responsibilities, violate policies, engage in misconduct, or if their presence is deemed detrimental to the organization or its stakeholders.

By volunteering with AETS, individuals agree to abide by the provisions outlined in this policy.

[Signature]

[Date]