

1.7 Appropriate behaviour

Volunteers are expected to work within the policies and procedures of Mohill Family Support Centre CLG Centre and adhere to its ethos. As representatives of the Centre, they are responsible for presenting a positive image of the Centre to the outside world.

1.8 Representation of the Centre

Volunteers must seek prior approval from the Coordinator or their designated staff member before undertaking anything that might affect the Centre. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.

1.9 Confidentiality

Mohill Family Support Centre CLG respects the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information, to which they are exposed, while volunteering with the Centre.

1.10 Records

A system of records is maintained on all volunteers, including dates and times of service, duties performed, evaluation of work, etc. Volunteer records are accorded the same confidentiality as staff records.

1.11 Service at the discretion of the Centre.

Any voluntary service is at the discretion of the Mohill Family Support Centre CLG. Mohill Family Support Centre CLG may, at any time, and for whatever reason, decide to terminate volunteer's relationships with the Centre. Similarly, volunteers may at any time, and for whatever reason, decide to terminate their relationships with the Centre. Notice of such decisions should be communicated at the earliest opportunity, preferably in writing.

2. RECRUITMENT

2.1 Role descriptions and person specifications

Like paid staff, volunteers require a clear and accurate description of the tasks and responsibilities they are expected to undertake. Prior to any volunteer assignment or recruitment effort, a role description must be developed for each voluntary opportunity.

This must include:

- A title of the volunteering role;
- Starting and finishing dates;
- Hours and place of work;
- Name of Line Manager;
- Tasks to be undertaken.

If appropriate, a brief person specification may also be drawn up. The role description may be amended in joint agreement with the volunteer and their Line Manager. A copy of the final version must be given to the volunteer before commencing voluntary work, as it will be used in supervision and evaluation sessions. Role descriptions must define a time limit (no longer than one year) for voluntary involvement, after which time they are reviewed, and updated if appropriate.

2.2 Applications

Volunteers are recruited on a pro-active basis by the Centre using publicity avenues that are suitable for the roles that need to be filled. Potential volunteers may also apply speculatively or come via the volunteer placement service provided by the Centre. Volunteers are recruited in accordance with the Mohill Family Support Centre CLG equal opportunities policy. All volunteers are required to complete an application form.