

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 14.1	SUBJECT: VOLUNTEER PROGRAM
	EFFECTIVE DATE: 5/25/04
	REVISION DATE:
	REVIEW DATE: 01/03/2008

PURPOSE: A volunteer program allows Butler County Children Services to enrich and expand the services we offer by obtaining additional talent and utilizing community involvement to assist with the agency's mission.

POLICY:

1. Due to the sensitive and confidential nature of the work at the agency, volunteers will be assigned to work with children and families in selected programs. Volunteers will initially be recruited to help maintain the clothing at Family Connections, to help with special events, to supervise visits, and to serve as mentors for children preparing for emancipation.
2. All volunteers will be provided with job descriptions for the available volunteer positions. They may request either a specific job description or all of the volunteer job descriptions. The agency may also add other volunteer positions as the need arises or as volunteers request to provide other services to the agency.
3. Volunteers will be recruited from all segments of the community. BCCS shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, or veteran status. We serve a diverse population and expect to recruit volunteers with equally diverse backgrounds who support the agency's mission and who fully understand and practice nondiscrimination. A variety of techniques will be used to recruit volunteers. This may include media ads and presentations, speaking engagements at local clubs and churches, as well as the provision of information at activities or fairs where the agency's mission is promoted. The agency will also use all other current recruiting efforts for family-centered neighborhood-based collaborators, foster care providers or adoptive homes to publicize the volunteer program. This will assure the agency's message reaches the largest variety of available volunteers. It also assures that the community is exposed to a variety of levels at which they can assist the agency.
4. All prospective volunteers will complete the agency volunteer application and have a personal interview with the volunteer coordinator. In addition, the volunteer will successfully complete BCII and/or other necessary criminal background checks. The agency will not utilize volunteers with restricted offenses in accordance with 5101:2-5-09 of the OAC. The volunteers will provide three satisfactory references as required in 5101:2-5-09 and 5101:2-5-091, Ohio Administrative Code. The volunteer may be asked to provide reports from qualified professionals if the volunteer exhibits signs of a physical or mental health problem which might impair their ability to ensure the health and safety of children.

5. The agency will provide a general orientation and training for all volunteers as a requirement for participation in the volunteer program. Volunteers who will be working directly with families and children will receive further training provided either in group sessions or one-on-one, as appropriate to the position and the available time frame. This training may be provided by the agency volunteer coordinator, the agency trainer, or other appropriate administrators and supervisors. Following the successful completion of training and acceptance as an agency volunteer, the volunteer will be assigned to a staff member for supervision. Selection of volunteers for the agency's programs is at the sole discretion of BCCS.
6. Ongoing training, support, and evaluation will be provided on a regular basis. Volunteers will also have the opportunity to evaluate the agency's performance, as well as that of the specific coordinator or supervisor to whom the volunteer has been assigned. A record will be maintained at BCCS for each volunteer. The record will contain all application materials, references, background checks, training hours, hours of service, agency agreements regarding confidentiality, and evaluations.
7. According to 5101:2-5-13(28), Ohio Administrative Code, a volunteer is required to notify the agency within 24 hours of any charge of any criminal offense that is brought against them. Failure to notify the agency within 24 hours of any charge shall result in immediate dismissal. If the charge results in a conviction, the volunteer shall notify the agency of the conviction within 24 hours. Failure to notify the agency of any conviction of any criminal offense shall result in the immediate dismissal of the volunteer from the agency. Conviction of any of the crimes listed in rule 5101:2-5-09 of the Administrative Code while serving as a volunteer shall result in immediate dismissal of the volunteer from the agency.



Approval Date: 1/08

Michael A. Fox, Executive Director