

Title: Requesting Volunteer Roles & Projects	Category: Procedure
Type: Volunteer Program Procedure	Approved: March 2022 Revised: September 2024
Review Frequency: Every three years	When: Q3 2026

Purpose:

- To clarify the process for staff to request volunteer help with a role or project.
- To clarify the role of volunteer coordinators and project coordinators in volunteer roles and projects.
- To ensure volunteers are safe and supported in their work at the WDM.

Definitions:

Volunteer roles: Volunteer positions that support an event or happen regularly over an extended period.

Examples: door greeter, tour guide, hands-on activity leader, coat check

Volunteer projects: Projects that have a set start and end point.

Examples: Operating Collection vehicle restoration, building a bookshelf

Proposing a Volunteer Role or Project:

- Staff will discuss the details of proposed volunteer roles or projects with their location's volunteer coordinator.
 - Volunteer role description and volunteer project plan templates are available at: mywdm.wdm.ca/Admin/Policies/index.html#Volunteer%20Engagement
- All volunteer roles and project plans must be approved by the relevant Manager or Director, in conjunction with a volunteer coordinator, before work may begin. This ensures the role is appropriate for volunteers (per policy), that the safety of volunteers has been adequately provided for, improves volunteer management and communication, and helps better manage workspaces.
- Once a role or project is approved, volunteer coordinators/engagement assistants will recruit for and assign competent volunteers.
- If a volunteer or enough volunteers with the appropriate interests or skills are not recruited within a reasonable amount of time, the volunteer coordinator will advise the Manager and staff who made the request. Together, they may decide to continue with recruitment efforts or determine another way for the work to be completed.
- Volunteer role descriptions and project proposals will be stored by volunteer coordinators/engagement assistants, along with volunteer assignments and hours.