

United Counties of Leeds and Grenville  
Community and Social Services Division

## Ontario Early Years Centre

### Role of Volunteers Policy

### Policy No. 3

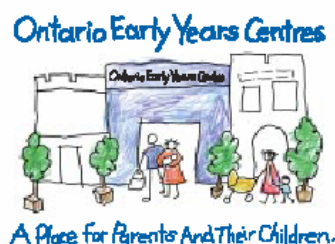
#### Policy Statement

The United Counties of Leeds and Grenville values the contribution of volunteers in the OEYC Program. It is recognized that through the use of volunteers, service to our community will be enhanced and strengthened. The United Counties of Leeds and Grenville is committed to delivering and improving the Ontario Early Years Program through the utilization of knowledge and resources that exist in our community through volunteer participation.

#### Definition:

An OEYC Volunteer is defined as:

- A responsible individual who enhances services within the Ontario Early years Program, without financial remuneration
- Must be 13 years of age or older
- Shall fulfill specific needs as determined by the OEYC volunteer Coordinator and OEYC Team Leader
- Shall not be considered to be employees of the United Counties of Leeds and Grenville
- Shall function to assist staff with duties which are not the exclusive duties of paid staff and are in keeping with Volunteer job designs
- Subject to all OEYC Volunteer Policies and Procedures



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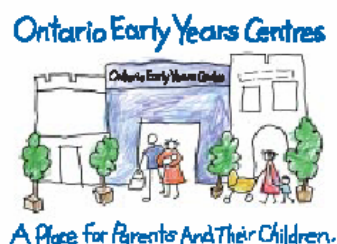
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**Job Design**

1. OEYC Volunteer opportunities are reflected in “Job Designs”.
2. Job Designs have been created with the intent of being generic to allow customization and negotiation with prospective volunteers.
3. Job Designs will be reviewed by the Volunteer Coordinator on an annual basis (minimum).

**Job Design (continued)**

4. All OEYC volunteer “job designs” have been developed as part time (less than 20 hours per week) and volunteer resources will never be called upon to replace paid staff.
5. OEYC volunteer positions will be sufficiently flexible to allow the best fit with the talents, skills, and gifts of each volunteer. Volunteer job designs shall be amended as appropriate to optimize and match the volunteer’s skills and interests.
6. All OEYC volunteers will be directly accountable to the Volunteer Coordinator.



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Manager, Program Review/Quality Assurance  
Department

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Date

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Dorothy Theobald  
Director, Community and Social Services Division

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Date

