



TOWN OF DUCK, NORTH CAROLINA

Town of Duck Volunteer Policy

(Approved September 2, 2009)

I. Overall Policy on Utilization of Volunteers

The achievement of the goals for the Town of Duck is best served by the active participation of citizens of the community. To this end, the Town of Duck accepts and encourages the involvement of volunteers within all appropriate programs and activities. The Town of Duck will encourage the creation of meaningful and productive roles in which volunteers might serve and will also assist in recruitment of volunteers from the community.

II. Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Town of Duck reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

III. Definition of Volunteer

A 'volunteer' is anyone who, without compensation or expectation of compensation beyond preapproved reimbursement for appropriate and applicable expenses, performs a task at the direction of and on behalf of the Town of Duck. A 'volunteer' must be officially accepted by the Town of Duck prior to performance of the task. Volunteers are not to be considered as 'employees' of the Town of Duck.

IV. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the Town of Duck. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, policies, and procedures of the Town of Duck.

V. Service at the Discretion of the Town of Duck

The Town of Duck accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Town.

Volunteers who do not adhere to the rules and procedures of the Town of Duck or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

VI. Representation of the Town of Duck

Prior to any action or statement which might significantly affect or obligate the Town of Duck, volunteers should seek prior consultation and approval from appropriate staff. Volunteers are authorized to act as representatives of the Town of Duck as specifically indicated within their job descriptions and only to the extent of such specifications.

VII. Requirement of a Supervisor

Each volunteer who is accepted to a position with the Town of Duck will have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor shall be responsible for day-to-day management, and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of a paid staff member.

VIII. Orientation and Training

All volunteers will receive general training and information on the nature and operation of the program, event, or activity for which they are recruited, and specific training and information on the purposes and requirements of the position which they are accepting in that effort. Some programs and activities will have mandatory orientation, meetings, and training which the volunteer is expected to attend in order to participate.

IX. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client, or other person or involves overall Town of Duck business.

X. Dress Code

As representatives of the Town of Duck, volunteers, like staff, are responsible for presenting a good image to the public. Volunteers shall dress appropriately for the conditions and performance of their duties.

XI. Substitution

Volunteers are encouraged to find a substitute for any upcoming absences which might be filled by another volunteer. Such substitution should only be taken following consultation with a supervisor and care should be taken to find a substitute who is qualified for the position. Substitutes may only be recruited from those who are currently enrolled as volunteers with the Town of Duck.

XII. Resignation

Volunteers may resign from their volunteer service with the Town of Duck at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

Volunteer's Printed Full Name

Volunteer's Signature

Date

Authorization Signature

Title

Date