



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 6.2

DEPARTMENT: *Programs and Therapy Services*

SUBJECT: *Volunteer Recruitment and Retention*

APPROVAL DATE: May 2017

REVIEW DATE: October 2018; Nov. 2019

REVIEW DATE: November 2022

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PURPOSE:

To ensure the County of Elgin Homes and Seniors Services Volunteer Services employs a recognized, standardized process in the recruitment and retention of volunteers.

PROCEDURE:

- The County of Elgin Homes and Senior Services will utilize both internal and external resources and strategies to ensure a broad spectrum of volunteers are aware of and accessible to the Home.
- The County of Elgin Homes will ensure potential volunteers and community members have a clear perspective in relation to available volunteer positions and position requirements within the Homes.
- The County of Elgin Homes will utilize technology and current research-based strategies to recruit volunteers.
- Volunteer recruitment strategies will include accessibility and opportunities which promote a broad spectrum of opportunities which value individual abilities.
- The recruitment process will encourage an opportunity for individuals to share their interests and abilities.
- Volunteer recruitment will value and recognize diversity and the benefits diversity brings to the Home staff, residents, family members and community at large.
- Volunteer contributions within the County of Elgin Homes and Seniors Services will be acknowledged through both formal and informal means.
- Volunteers will have a personal and collective awareness of the value of their contribution and receive both formal and informal appreciation on an ongoing basis.



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- The County of Elgin Homes and Seniors Services staff, residents, family members will be made aware of the contributions of Volunteers within the Homes.
- Recognition of volunteers within the County of Elgin Homes will be accessible and respect diversity and cultural values.

References: The Canadian Code for Volunteer Involvement, Values, Guiding Principles and Standards of Practice, Volunteer Canada 2012.