Catfish Creek Conservation Authority
Volunteer Policy

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1.0 Preface

Volunteer participation with the Catfish Creek Conservation Authority (CCCA) has greatly enriched our programs over the years. Volunteers bring invaluable skills and enthusiasm, helping us achieve conservation goals and engage with the community.

2.0 Introduction

2.1 Description

Volunteering can be described as an activity undertaken through organizations or projects that is:

➢ Of benefit to the community and the volunteer
➢ Done by the volunteer's own free will and without coercion
➢ Based on no expectation of financial remuneration
➢ Conducted in designated volunteer positions only

2.2 Principles of Volunteering

1. Volunteering benefits the community by allowing individuals to connect and enhance their environment.

2. Volunteering benefits the volunteer through:

➢ Making new friends
➢ Expanding networking capabilities
➢ Boosting social skills
➢ Improving overall physical and mental wellbeing

3. Volunteer work is monetarily unpaid.

4. Volunteering is always a matter of choice.

5. Volunteering allows individuals or groups to address human, environmental, and social needs.

6. Volunteering is not a substitute for paid work and should not replace paid positions.

7. Volunteering respects the rights, dignity, and culture of all individuals.

2.3 Motivations for Volunteering

Individuals volunteer for various reasons, including:

- ➢ To help others or the community
- ➢ Personal satisfaction
- ➢ Family involvement
- ➢ Desire to do something meaningful
- ➢ Opportunities for social contact
- ➢ Using skills and experience

2.4 Volunteer Governance

Good volunteer governance entails:

1. Recruitment

2. Selection and Screening

3. Training and Induction

4. Volunteer Management

5. Recognition and Rewards

2.5 Purpose

The CCCA anticipates that volunteers will play a pivotal role in achieving our conservation and education goals. This Policy outlines the procedures for recruiting, screening, selecting, training, supervising, evaluating, and recognizing volunteers, thereby ensuring effective volunteer engagement.

2.6 Analyses

This Volunteer Policy establishes best practices for volunteer management, addressing issues such as recruitment, training needs, and utilization of volunteers within the CCCA.

2.7 Implementation

Implementing this policy will support the CCCA's mission while promoting a structured and supportive environment for volunteers.

3.0 Volunteer Portfolios

3.1 Positions Required

CCCA staff will identify and communicate opportunities for volunteerism based on program needs. These positions will be classified as follows:

➢ Core Volunteers: Individuals committed to volunteering regularly throughout the year; they will undergo comprehensive orientation and training, including WHMIS, AODA, Sexual Harassment, Violence in the Workplace, and other specific trainings.

➢ One-time/Infrequent Volunteers: Individuals who volunteer occasionally; they will receive basic orientation and training relevant to their role.

➢ Group Volunteers: Organizations providing volunteer support; they are responsible for ensuring their volunteers meet necessary training requirements.

3.2 Volunteer Opportunity Descriptions

Developing clear descriptions will help volunteers understand the expectations for each position before commitment. This will assist CCCA staff in aligning volunteers' skills with specific roles.

3.3 Recruiting Volunteers

Volunteers come from various sources, including local community members and employee referrals. Effective recruitment will emphasize the benefits of volunteering with CCCA, highlighting motivations to engage individuals.

3.4 Selection and Screening

All volunteers must undergo a screening process to ensure alignment with organizational needs. This includes completion of necessary training (WHMIS, AODA, Sexual Harassment, Violence in the Workplace), signing waivers, and submitting relevant documentation, such as emergency contact information and police checks where applicable.

3.5 Orientation and Training

Welcoming new volunteers with an orientation process is crucial. Orientation will include:

➢ Position descriptions
➢ Required training (WHMIS, AODA, Sexual Harassment, Violence in the Workplace)
➢ Volunteer Waiver and Emergency Contact forms
➢ Codes of behavior
➢ Identification provision

The specific training required will depend on the volunteer's role and will be facilitated by their supervisor or the Volunteer Coordinator (Communications/Program Support Assistant).

3.6 Staff Access to Volunteers

Staff will access the Volunteer database to identify qualified volunteers based on their interests, availability, and past activities. New volunteers must also comply with the orientation and training requirements as outlined in this policy.

4.0 Volunteer Management

Effective volunteer management ensures equitable distribution of tasks and supports a positive volunteer experience. Feedback from both volunteers and staff is essential for continuous improvement in volunteer programs.

4.1 Volunteer Rights

While volunteers are not covered by employment legislation, CCCA is responsible for maintaining a healthy and safe environment free from violence and harassment. Volunteers have the right to receive adequate training related to their volunteer duties.

4.2 Volunteer Waiver Forms

A signed waiver form is mandatory for all volunteers prior to starting their services. This form outlines their rights and responsibilities, including coverage limitations in the event of an incident.

4.3 Volunteer Evaluation/Feedback

Supervisors are required to evaluate Core Volunteers and ensure feedback forms are appropriately completed and filed. Volunteers should also be encouraged to provide confidential feedback.

4.4 Tracking Volunteer Activities

Supervisors will maintain records of volunteer hours and activities to facilitate reporting and planning for future volunteer engagement.

5.0 Volunteer Rewards and Recognition

To foster volunteer engagement, CCCA will acknowledge and appreciate volunteers through verbal/written thanks, social media posts as well as recognition events and service awards.

6.0 Resources

6.1 Volunteer Forms

Volunteer forms will include the following and be available on the designated server:

- ➢ Volunteer Agreement / Release Waiver Form
- ➢ Orientation Checklist
- ➢ Volunteer Feedback Form

7.0 Revisions to the Volunteer Program Plan

The Catfish Creek Conservation Authority's Volunteer Policy will be periodically reviewed and revised as necessary to adapt to changing needs and best practices in volunteer management.